

URBAN/MUNICIPAL

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1998

AGENDAS/MINUTES
THE BUSINESS COMMITTEE
OF THE HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD
MARCH 12, 1998 ...

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

MARCH 12, 1998

A G E N D A

6:30

6:30 p.m.

L. Orban

1. 1998
2. Approval of Agenda

DELEGATIONS:

3. (a) Draft Regulations for Delegation Presentations to Committee
(b) Presentation re Student Accommodation - Flamborough

D. Bachewich

ACTION ITEMS:

4. Board Referrals
(a) Terms of Reference, Business Committee
(b) Alcoholic Beverages on Board Premises
(c) Environmental Protection Act Order - Tapleystown School
5. LEIC Property Sub-Committee Recommendations
6. Family Claim Form Report
7. Comprehensive Energy and Water Reduction Program - Cash Incentive from Union Gas
8. Elevator Service - Scott Park Secondary School
9. County Planning Report
10. School Trips
11. Logo Contest Evaluation Team Decision

A. Greenleaf
M. Matier
K. Croxall
M. Matier
D. Grant
P. Gillie
A. Greenleaf
K. Waters
Superintendents
J. Allison

CORRESPONDENCE:

12. Letters and Petition re School Accommodation in Flamborough
(a) C. and A. Ouellette
(b) S. and G. Grainger
(c) Form Letters (116 letters with 128 signatures received)
13. Tony Skarica, MPP, Wentworth North re Head Lice
14. Bruce Thomson re Homeschool Request for School Use
15. Girl Guides of Canada - "Aggie 99"

DISTRIBUTION:

16. Sample Agenda Reports (former Boards)
17. Public Questions for Clarification

A. Greenleaf

Future Meetings:

Budget Committee March 24, 1998
Special Education Advisory Committee March 25, 1998
Regular Board March 26, 1998

6:30 p.m.
7:15 p.m.
8:00 p.m.

DELEGATIONS

BUSINESS COMMITTEE
1998 03 12

DRAFT REGULATIONS AS AMENDED BY THE EDUCATION COMMITTEE

- to be presented for approval at the March 26, 1998 Board Meeting

c) REGULATIONS FOR DELEGATION PRESENTATIONS TO COMMITTEE

It was moved by R. Mulholland: That the following Regulations for Delegation Presentations to Committee be approved.:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation,
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Formally receive and file the submission of the delegation.
 - (e) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
8. The Committee will then continue to the next item of business.

3-b

To: Mr. Alan Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board

re: delegation status to Business Committee meeting March 12, 1998

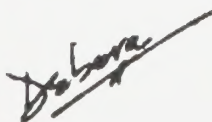
Mr. Greenleaf this letter serves as our written request to speak to the Business Committee meeting March 12, 1998.

The nature of our request is to address the student accommodation crisis we have been experiencing here in Flamborough. We shall address current and long term needs.

Our committee was formed from our Home and School Association learning once again we are expecting a shortfall in classroom space and to continue with the previously identified need to build a new elementary school. We identify ourselves as C.A.T. (Crisis Accommodation Team)

Thank-you for allowing us the opportunity to share with committee members the information they need to address this pressing issue.

Sincerely,



D. Bachewich,
Co-chair of C.A.T.

NB. a response to this fax may be sent to Guy B. Brown School. Fax # 6898740

#3-b-1

To: Mr. Alan Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board

re:delegation to Business Management Committee meeting March 12, 1998

Mr. Greenleaf:

Please find enclosed background documentation for our presentation.

We also would like to request an overhead projector be available that evening. If this is not possible please contact myself, at 689-9022, so that I may make other arrangements. Thank-you.

Sincerely,



D. Bachewich,
Co-chair of Crisis Accommodation Team



3-b-2

THE WENTWORTH COUNTY BOARD OF EDUCATION

M E M O R A N D U M

To: Allan A. Greenleaf, Director of Education

From: Wayne Joudrie, Superintendent of Schools

Date: April 24, 1997

Subject: Waterdown Accommodation Study Team Recommendations

Recommended Action #1:

Moved by _____ that a new school (K-8) be built on Parkside Drive by September 1998.

Recommended Action #2:

Moved by _____ that another portable be added to Guy Brown school for September 1997.

Rationale:

The Waterdown Accommodation Study Team was struck by Board motion on October 28, 1996. The members of the Committee were:

Tom Butterworth
Janice Thomassian
Reg Woodworth
Brian Cooper
Wayne Joudrie (Chairman)

Kevin Keith
Tom Cowles
John Harrison
Rob Brown

Steve Miller
Kaye Patterson
Judy Kleven
Adrienne Davidson

The Committee met on the following dates:

December 11, 1996
February 18, 1997
April 3, 1997

February 6, 1997
March 6, 1997
April 23, 1997

3-6-3

Sequence of Presentation

1) Introduction

- + introduction of committujukuogoytee members and parents
- + focus: "FLAMBOROUGH KIDS NEED FLAMBOROUGH SCHOOLS"
- + organizations represented
- + petition letters delivered
- + addressing the unique nature of the Flamborough Cluster

2) Brief Historical Background

- + Former Wentworth Board foresaw growth in the urban area of Waterdown
- + Purchase of approx. 8 acres adjacent to the Waterdown District High School
- + New elementary school was listed at the #1 priority in the former board for funding
- + accommodation Study Team recommendations. Dated April 24, 1997* explain its fundamental assumption is no longer valid

3) Presentation of current statistics

- + building permits issued*
- + population growth pattern, historically and projected*
- + corresponding student population growth pattern*
- + current housing of the total student population 1998*
- + Open House on March 4/98, approx. 200 parents in attendance review results of parent survey re: response to a) building a new school b) busing to Dundas
- + parents want input and representation in regards to additional student classrooms that may be required for September 1998 enrolment

4) Solution

- + construction of a new elementary school
- + discuss partnership concept: Separate school board, Town of Flamborough "Y", other Town of Flamborough recreation facility i.e. library, or builders
- + use of current architectural plans of other schools as footprint of new school to reduce costs

5) Conclusion

- + parent supported solution: construction of a new elementary school for both current students plus the planned continuous growth of Waterdown's urban area
- + Recommended Action: a new elementary school in Waterdown is #1 on the Capital Expenditure list for construction
- + closing and move to a question period

NB. *supporting documents included with this presentation list

#3-b-4

Supporting stats to be presented at Business Management Committee Meeting March 12, 1998

Actual Residential Building permits issued for Flamborough:

Residential Building Permits issued for single family dwellings 1992-1998 for Flamborough is shown on the block chart

+note significant growth began in 1993, previous to 1992, growth was minimal.

* In 1991 the number of permits issued was only 78.

Residential Building permits issued in Waterdown Urban Area only

+1997 Flamborough permits issued were 360. Of that total, 291 were in the Waterdown Urban Area, which accounts for 80% of the permits and corresponding growth. This number of 291, however, does not tell the complete picture. The 291 is a total of 221 single family dwellings, +61 townhouses and 9 links. Note: the 61 townhouse permits actually means 84 family units, some of the townhouse plans have 1 permit for the whole subdivision and not for each dwelling. Therefore, the 291 permits translates to 314 family units in Waterdown alone.

+the chart indicates 1993 was the year of change, although the numbers have decreased somewhat since the 1993 alltime high of 604 housing permits, the building department is expecting the growth of Waterdown to continue at approximately 300 units per year plus the additional units in the rest of the municipality.

+future developments planned are not discussed here

Source: Town of Flamborough building dept.

Housing permits to population comparisons:

Region Wide Comparison of Housing starts 1997 (**single family dwellings only)

Hamilton	498
Flamborough	338
Ancaster	230

Population Stats

Hamilton	322,350
Flamborough	33,524
Ancaster	24,000

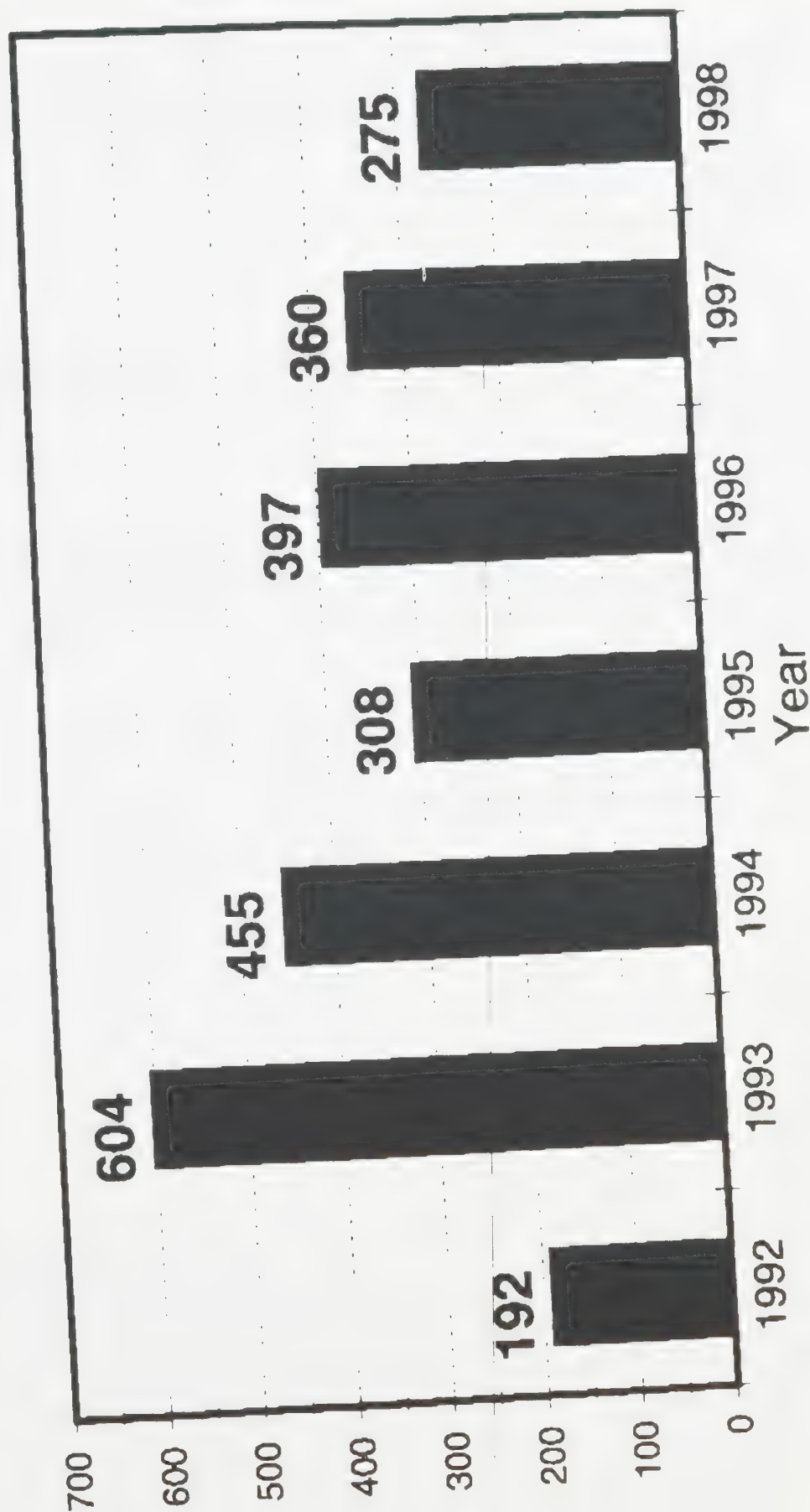
*1996 population stats for Hamilton, Flamborough

*1997 population stats for Ancaster

Housing stats for 1997 yr. from Economic Development office of Grter. Hamilton

3-b-5

HOUSING STARTS



#3-b-b

pg.2

What do the numbers mean?

- +we are the fastest growing municipality in this region
- +population to housing stats, here in Flamborough we grew at a rate 7X faster than Hamilton in 1997, with 80% of the growth concentrated in the Waterdown Urban Area
- +to match the same rate of growth as Hamilton, building permits to population, Flamborough should have built **only 52 homes** not 338...

Where are we headed?

- +Flamborough's population is 33,524 (1996) with projected growth to 37,005 by the Year 2001 which is only 3 years away. That means a gain of 3481 people. Again, 80% of the growth is planned for the Waterdown Urban

What happens next?

- +NOTE: the projected growth numbers reviewed above does NOT include the additional 6000 people planned north of Parkside Drive, as the next phase of development in the Waterdown Urban Area. This development is on the books to start in the year 2000.
- Where will our children go?

How has growth affected the 4 Flamborough schools? A look at the past, and the present.

Historically, student population growth vs. Waterdown growth

- +no sustained continuous student population growth in Waterdown before 1993

e.g. Guy Brown School enrolment stats

population of Waterdown stats* from census figures

1979	222
1980	214
1981	219
1982	229
1983	250
1984	239
1985	228
1986	230
1987	239
1988	276
1989	228
1990	228
1991	256
1992	258
1993	255
1994	322
1995	388
1996	417
1997	422

1976 4172

1981 4158

1991 6855

1996 11,529

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pg.3

+The increase in population resulting from a continuous influx of people to Waterdown has demonstrated a crisis in student accommodation since 1993. With continuous growth planned, this trend will continue to pressure the need for additional student classroom space.

What has happened since 1993 to the 4 schools in the cluster?

	1993	1994	1995	1996	1997
Guy Brown	255	332	386	417	451
Mary Hopkins	389	416	439	451	470
Flamborough Ctre.	351	393	399	426	454
Balaclava	514	515	502	500	504
Total	1,509				1879

+1993-1997 Flamborough cluster rate of growth is 25%

+1993-1997 rate of growth specifically at Guy Brown School is 77%

Flamborough students are housed where now?

SCHOOL	#ADD-ON CLASSROOMS	#IN ADD ONS	TOTAL POP. OF SCH.	% IN ADD-ON
Guy Brown	12	288	451	64%
Mary Hopkins	6	144	470	31%
Flamb. Ctre	7	159	454	35%
Balaclava	6	181	504	36%
TOTALS	31	772	1879	41% AVG.

+43% of our students are in add-on buildings, with the planning for continued growth where are the children going to go
 +the 772 students have been accommodated at all schools in the cluster
 +the 772 students affect the 1107 other students and compete against each for school gym time, library time, computer time and extra-curricular activities
 +adding students to an existing school that does not have space for them means we reduce the type and quality of education for all students

3-b-8

pg.4

+ALL Flamborough schools have at least one third of their student population in add-on buildings already...with our population projections for current and future growth planned where will are children go?
+the quality of education in Flamborough will be compromised

comments:

Flamborough, with the majority of growth expected for Waterdown has been planned to allow continuous growth that will out-pace the other municipalities in the region. The Town of Flamborough council tried to slow and stop some of the residential growth--their plans were not supported at the provincial level. The families have been coming. Their children have been coming. The families will continue to come. Their children will be our future students. **We must be prepared.**

3-b-2

THE WENTWORTH COUNTY BOARD OF EDUCATION

M E M O R A N D U M

To: Allan A. Greenleaf, Director of Education

From: Wayne Joudrie, Superintendent of Schools

Date: April 24, 1997

Subject: Waterdown Accommodation Study Team Recommendations

Recommended Action #1:

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Judy Kleven
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The Committee met on the following dates:

December 11, 1996
February 18, 1997
April 3, 1997

February 6, 1997
March 6, 1997
April 23, 1997

A C T I O N I T E M S

BUSINESS COMMITTEE
1998 03 12

TERMS OF REFERENCE - BUSINESS COMMITTEE

The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, the Committee shall:

1. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.
2. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.
3. Monitor the planning and construction of new buildings and additions or alterations to existing buildings.
4. (a) Initiate and monitor the disposal of surplus properties as determined by the Board;
(b) Initiate and monitor the disposal and transfer of surplus equipment.
5. Monitor existing and future school needs with respect to student population and the provision of education.
6. Recommend to the Board any possible closure of Board-owned facilities.
7. Review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.
8. Review all transportation contracts.
9. Authorize any studies the Committee feels necessary to maintain a safe, efficient, and economical transportation system.
10. Continue to monitor the efficiency of the procedures by which parents, carriers, and drivers are notified of adjustments in the bus schedules precipitated by inclement weather.
11. Seek Board ratification of any change in transportation which is outside of Board policy and which is in excess of one thousand dollars.
12. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.

13. Make recommendations to the Board regarding:
 - (a) the investment and borrowing of funds;
 - (b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
 - (c) the administration of all trust funds of the Board;
 - (d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
 - (e) regulation of internal controls connected with the receipt and payment of money;
 - (f) ensuring that proper security of the specified officials has been obtained in accordance with Section 198(2) and (3) of the Education Act;
 - (g) school accommodation;
 - (h) purchase, maintenance, rental, and sale of school properties and buildings;
 - (i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board.
14. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.
15. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals.

#4-b

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

March 3, 1998

Approved for distribution
by the Director.

Signature: Allan A. Greenleaf

Date: 1998.03.09

TO: Allan A. Greenleaf, Director of Education & Secretary

FROM: Merv Matier, Superintendent of Transitional Services

RE: ALCOHOLIC BEVERAGES ON BOARD PREMISES

RECOMMENDATION:

Moved by _____, seconded by _____

That no alcoholic beverages shall be allowed on Board premises without the permission of the Board.

BACKGROUND:

The Wentworth County Board Policy on Community Use of School Properties/Facilities (Policy 2.01) states the following: "It is the policy of the Wentworth County Board of Education to make designated properties/facilities available to community organizations to the extent possible within established Administrative Regulations." Within the regulations - general is the following statement: "The use of intoxicating beverages or drugs shall not be permitted on Board premises". Practice however indicates that the Board of Trustees has granted approval of liquor licenses on Board premises for special occasions.

The Hamilton Board of Education policy states: "That, no alcoholic beverages shall be allowed on school grounds or in the school buildings without the permission of the Board".

Rationale:

Both policies make a clear statement that alcoholic beverages are not permitted on board premises, except in special circumstances where the request must be considered for board approval.

Community organizations, home and school groups, school councils, and parent groups have strong connections to the community school and view the school facilities as ideal locations for social functions. A number of these adult-oriented functions, if held on non-school sites, would serve wine or other alcoholic beverages. In order for these groups to offer the type of event they desire in a school setting, a request for permission to serve alcoholic beverages would be required.

**15. REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH RE ORDER
PURSUANT TO THE ENVIRONMENTAL PROTECTION ACT**

In apprising the members about this situation at Tapleystown School, K.Croxall indicated that, despite the installation of a new septic bed, there are continuing problems which need to be addressed by Health Unit directive. She added that tests are ongoing and solutions are anticipated by the end of the Winter Break.

It was moved by H. Bullock: That the correspondence from the Regional Municipality of Hamilton-Wentworth re Order Pursuant to the Environmental Protection Act be referred to the Business Committee.

CARRIED UNANIMOUSLY.

1998 02 19 Committee of the Whole Meeting

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

To: Allan A. Greenleaf, Director of Education

From: Krys Croxall, Superintendent of Schools

Date: March 9, 1998

Re: **ENVIRONMENTAL PROTECTION ACT ORDER
- TAPLEYTOWN SCHOOL**

Approved for distribution
by the Director.

Signature: *Allan A. Greenleaf*

Date: 1998.03.10

On February 12, 1998 the Department of Public Health ordered that the septic tank at Tapleytown School in Stoney Creek be capped in order to prevent its contents from entering the failed tile bed. The Order made under the Environmental Protection Act is attached to this memorandum (Appendix A). The Board has complied with the order and all due care has been taken for the health and safety of students and staff.

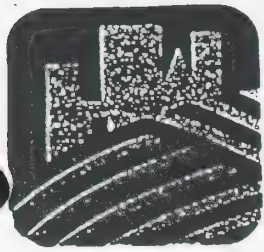
The septic bed at Tapleytown has been a concern for a number of years as outlined in the memorandum prepared by Bruce Thomson (Appendix B). Diana Furry, Principal of Tapleytown School, has pointed out her concerns on several occasions. A memorandum dated July 14, 1997 is attached (Appendix C) as is her letter dated February 12, 1998 (Appendix D).

On February 19, 1998 a meeting was held at the school involving personnel from the school, the Plant Department, the Public Health Department and the Kenneth Young Engineering Company. A series of investigations were designed to attempt to determine the source of the continuing problems. These are listed in the meeting minutes (Appendix E). The major investigations (such as draining and inspecting the tanks) will be completed during the March Break and a follow-up meeting will take place on March 23, 1998.

Recent information from the school indicates that while the school is using 1000 to 1500 gallons of water per school day, approximately 3500 gallons are being pumped out of the tank, indicating that additional water is somehow getting into the tank. The tank must be pumped twice daily on rainy days. The dye test in all three roof vents/drains did not result in dye showing up in the tank; ground water is likely entering the tank.

The work during the March Break will be vital in determining whether the condition of the tank, distribution box, compaction of the sand or tiles may be contributing to the problem. A further report as to the results of these tests will be available early in April.

Brian Wynn of Farano Green has been informed of the situation and will be kept up to date should legal action be required.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Department of Public Health Services
25 Main Street West, 2nd Floor
Hamilton, Ontario

546-3570
Fax: 546-2787

Appendix A
4-C-2

Mailing Address:
P.O. Box 897
Hamilton, Ontario
L8N 3P6

PofD - CB

The Wentworth County Board of Education
The Memorial Building
357 Wilson Street East
Ancaster, ON L9G 4B7

ORDER

The following Order is made pursuant to the Environmental Protection Act R.S.O. 1990 c. E-19, in order to lessen or prevent the discharge of a contaminant into the natural environment.

TAKE NOTICE, Pursuant to Section 79(c) of the above Act, that you as the person responsible for the premises known as 390 Mud Street East, Stoney Creek, used as an elementary school, are hereby required immediately after service of this Order upon you to take the following actions:

Cap the outlet pipe of the septic tank so as to prevent its contents from entering the failed tile bed. In doing so, the septic tank will now act as a holding tank and must conform with the requirements of Ontario Regulation 358/90, namely, holding tank shall have an apparatus or device capable of providing audible and visible warning that the tank is reaching capacity and should be emptied as per contract with a licensed hauler. Fence, so as to prevent access, the entire tile bed perimeter.

AND TAKE FURTHER NOTICE, that if you contravene the terms of this order, a legal proceeding may be commenced against you, and you will be subject to the penalties provided by the said Act.

You are entitled to require a hearing by the Environmental Appeal Board as to the contents of this Order by serving written notice by registered mail, or by delivering to The Environmental Appeal Board, 112 St. Clair Avenue West, Suite #502, Toronto, Ontario M4V 1N3, and to the undersigned, within 15 days after service of a copy of this order on you. Written notice requiring the hearing shall state: 1. The portions of the order in respect of which the hearing is required, and; 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed. Please be advised that this order takes effect when served on you, whether or not you give notice that you require a hearing by the said Board.

DATED this 12th day of February, 1998.



DIRECTOR UNDER,
THE ENVIRONMENTAL PROTECTION ACT



#4-C-3

THE WENTWORTH COUNTY BOARD OF EDUCATION

M E M O R A N D U M

February 19, 1998

TO: Krys Croxall
Superintendent of Schools - East

FROM: Bruce Thomson,
Manager of Plant

RE: TAPLEYTOWN SEPTIC FIELD

The septic system at this location has been of concern for a number of years. Numerous additions and ground conditions resulted in a septic which was questionable with respect to overall efficiency. Generally the system would function adequately, but there was an unusual problem in spring particularly in the low field, due to winter melt. A complete overhaul of the septic system was contemplated in 1995 when confirmation was received by the Region that sewers were not being considered for the school area in the foreseeable future.

Meanwhile, in August of 1995, a notice was received from the Department of Public Health identifying a septic system failure and directing the board to begin pumping sewage until a replacement septic system could be installed. This notice had the effect of expediting our plan. An engineering firm was contracted to begin the design of a suitable septic system for 1996 installation. A permit for the installation of a new septic system was applied for in November 1995 to the Ministry of Environment. The Ministry provided details to our engineer as to how the new field would be constructed. Some concerns were raised at the time, but the Ministry was adamant that only their system was approved. Drawings and specifications were prepared that went out for tender in April in 1996. Ultimately the low bid contractor was awarded the job. It should be noted that the Ministry requirement for the importing of a special sand bedding greatly increased our estimated cost of construction.

Construction of the new field began in July 1996 according to tendered specification, and a standard purchase order was created. On reviewing the tender package, there was no specific completion date specified, but expectations were that year-end would be acceptable. Installation went slow but according to the basic plan. Upon return in September the school was not happy with the appearance and layout of the bed, which was higher than the adjacent play areas, and with deep swales around the bed. Grass had not yet taken on the land surface which created muddy situations. Ultimately the scope of work with the contractor was expanded to fill in around the new bed and grade to better suit the surrounding area. During this period the new bed was in operation.

In the spring of 1997 it was determined that an additional pump chamber would be necessary to ensure adequate bed performance. This work was contracted and completed during the summer of 1997, at which time a higher septic system was tied into the new bed.

From time to time a blow-out condition was discovered at the bed which was corrected by the contractor.

cont'd...../

page 2...../

Up until recently the only major concern that I have been aware of is the condition of the surface of the new tile field. It has been slow to have a grassed surface and continues to be wet and muddy. The order issued February 1998 is the result of another blow-out of the system that has caused us to review the entire installation. My position is that the system was oversized to meet current and future school needs based on a design specified by the Ministry of Environment. It should be working. Installation of materials was according to specifications, although slow. At this point in time we are again pumping the septic system while an investigation is undertaken to resolve the situation.

Regards



BTjw

pc

D. Furry - Principal, Tapleystown Elementary School
S. Stirling - Co-ordinator of Plant Services - East
K. Coveney - Facility Supervisor - Saltfleet Zone

TAPLEYTOWN MEMO

Appendix C

#4-C-5

To: Bruce Thomson, Manager of Plant

From: Diana Furry, Principal

Subject: Septic Bed Assessment and Roof/Water Drainage
Summary of July 14, 1997 Meeting re: Tapleytown School

Date: July 14, 1997 (9:00 A.M.)

CC: Al Greenleaf, Director of Education
Krys Croxall, Superintendent of Schools - East
Steve Stirling, Co-ordinator of Plant Services, East
Kevin Covenay, Facility Supervisor - Saltfleet Zone

Present: Ken Young (engineer), Jeff from McLeod Construction, Stephen Stirling, Kevin Covenay, Diana Furry (absent Carol Bannon from Health Dept.)

The possible breakout areas, level and slope of ground, tank types and location as well as water retention areas were inspected and discussed. The following problems and actions were identified with responsible parties named.

Problem	Action/Discussion	Responsible Party
Break out areas on new septic bed.	Jeff exposed pipes in two areas as requested. They were in good condition. Cause of breakout areas were related to lack of grading which caused improper drainage of rain water and water pressure build up within the bed. Grading would allow proper dissipation of rain water.	Jeff - MacLeod
Standing water around new septic bed	-grading of ground to allow for proper rain water drainage (grading to be done around bed within two days)	McLeod - Jeff
grading of south side of septic bed to at least a 3 to 1 slope	bring in soil and use clay/loam mixture from top surface to grade appropriately	McLeod - Jeff
unsafe, rutted and uneven top surface Top surface is cracked and dry - too much clay in soil	- bring in top soil, level and re-seed (by planting not spraying) top surface so that it will be safe for children to use as a playing field	McLeod - Jeff

#4-C-6

Bruce Thomson, Manager of Plant
 Page 2
 July 15, 1997

stagnant water between new septic bed and west septic bed	Jeff exposed 3 sections of tile area from west bed that still services west wing of school. Water was definitely coming out from this tile area.	Observe what happens to water when ground is graded to allow for water drainage. Ken Young recommends that whole school be tied to new septic bed.
<p>Water beneath asphalt and eas wing of school</p> <ul style="list-style-type: none"> - Stagnant water south of rooms 4 and 5 at edge of asphalt - 2 tanks with rock and water - 1 located just outside of room 5 near boiler room and the other just south east of this one - room 5 floor is buckling and has floor cracks in north-south direction - shifting, cracking exterior south walls of east wing 	<p><u>Information:</u> Roof water drains through roof hoppers, down through interior pipes, to a main drain below building which exits south and dissipates. The water has not been dissipating. You can actually see it coming up through the tank lid during a heavy rain.</p> <p>Water beneath the building and asphalt area could be the cause of structure damage that is visible on walls and also, floor of room 5.</p> <p>It also could be related to the moisture, mildew problem</p>	<p>Ken Young suggests that the exit drain beneath the building be located, a drain pipe (8 & 10 inch diameters were discussed) tied into it and run this pipe beneath asphalt to east side of new septic bed, insert an elbow, run pipe in south/east direction to allow dissipation of rainwater. This would probably solve a long standing problem at reasonable cost.</p> <ul style="list-style-type: none"> - Ken Young will inform Bruce. - Steve and/or Bruce will look up drain pipe exit location. - Steve will bring forth this need to Bruce who will need to assess situation, grant approval, allocate funds.
Oil tank - Locate. Has it been removed?	Remove if necessary.	Kevin, Steve - assessment in process
Portables are on site. Roof needs repair on one portable. Hydro hook up is a problem since Tapleystown cannot accommodate further hydro.	Power source: gas or hydro being investigated keeping in mind probable need for port-a-pack in next year or two.	Steve and Kevin - in process.
Information to Bruce Thomson	Ken Young will report needs to Bruce Thomson	Ken Young (Steve & Kevin will also follow normal communication procedures.)

New Septic Bed Information:

Capacity: It was designed for 60 litres per day per person with a population of 344 students. This capacity allows for showers and a school cafeteria. Since neither of these items exist in this school, MOE guidelines require only 30 litres per day per person. Therefore the new septic bed is able to accommodate the full school. (Source: Ken Young)

Septic Tanks should be cleaned every 3 years to meet MOE guidelines (Source: Jeff - McLeod)

Ken Young requested McLeod to give him cost estimates for the following:

1. To hook up entire school to new septic bed with a 6 inch drain pipe (Y into other line). This pipe would be a gravity flow from septic tank just outside of middle south doors to new septic tank.
2. New chamber (Is this both pump and tank?) to be installed beside present tank and pump chamber for new septic bed.
3. Roof drain pipe (8" or 10" diameter) with bend and clean out to go from building source and carry roof rain water out to east side of new septic bed.

Lawn Cutting Suggestion

Spec all lawn cutting contracts to have tractors with wide tires for grass cutting on all new septic beds for a period of 3 to 4 years. Grass must be kept trimmed to allow transpiration to occur.

The cooperation of all parties concerned to address the plant maintenance issues for Tapleystown School is sincerely appreciated. If there are any errors in the notes taken at our meeting, I defer to the expertise of Kevin, Steve and Ken Young.

David



THE WENTWORTH COUNTY BOARD OF EDUCATION

TAPLEYSTOWN PUBLIC SCHOOL

390 Mud Street East
 Stoney Creek, Ontario L8J 3C6
 Telephone: (905) 662-2297 / Fax: (905) 662-2512

DIANA FURRY, B.A., M.ED., PRINCIPAL

Krys Croxall
 Superintendent of Schools East
 Hamilton-Wentworth District School Board
 Ancaster Office
 357 Wilson Street
 Ancaster, Ontario

February 12, 1998

Dear Krys:

This week has brought our septic bed to the fore front again. This report is to update you on the current situation.

Early in January, via e-mail, I asked for Bruce Thomson for an update on the septic bed so that I could report to school council at our January meeting. No reply was received. Since my September readiness report to you,

- the new septic tank was installed
- the connection from the west septic tank to the new one (gravity flow) was done
- the roof drainage pipe from under the school (by room 5) out to the field was installed
- the toilets have flushed
- the health inspector, C. Bannon, has been seen on site but has not talked with me.
- the septic bed area has not been used as a daily playground

The public health inspector, Carolyn Bannon did a dye test to see if there were any breakouts on the septic bed. Yesterday she checked and reported there was a break out on the south side. She stated that she was getting in touch with Bruce Thomson and issuing an order to shut the bed down and install a fence around it to keep students off. She stated that the fence only needs to be on the west and north sides and was also informed that students had not been using it as a play area since prior to the construction of the new bed in the summer of 1996. I called Bruce and Kevin Coveney to inform them of what was happening.

- The septic bed is now shut down and the tanks will be emptied via septic haulage trucks.
- The snow fence has been repaired and extended on the west side to meet the south fence.
- The meter readings (amount of liquid going out to the bed) for the last month were checked and it was discovered that the pump(s) had been running almost continuously. Hamilton Hydronics checked the pumps and replaced the floats.
- Kevin, Steve, Bruce and I had an on site meeting to see the break out, to discuss possible reasons for the septic bed's difficulties and decide on a course of action.

- It was decided to install a meter to monitor the amount of potable water. The amount of sewage water being sent to the septic bed should roughly equal this quantity. If it exceeds it, then additional water is coming from some place else.
- Bruce noted that Ken Young, the engineer and McLeod Construction do not agree as to what the difficulties are and each thinks that they have performed their duties according to their contracts.
- Bruce informed me of a meeting set for next Thursday, February 19, 1998 with Ken Young. It was planned to have this happen at Pioneer Memorial but it is now occurring at Tapleystown School.
- Steve Tammi and I have started a log sheet to document anything related to the septic bed or tanks.

There are some questions that I would like answered and which I will raise at Thursday's meeting. They are:

1. Was the soil tested or inspected to ensure that it meets the criteria for septic bed systems?
2. If it was are the test results available? Does it?
3. T-time is a percolation rate. It is my understanding that the shorter the t time then the more water a bed site can handle. What is the recommended t-time for this particular bed?
4. Have any soil samples been done to check this percolation rate? What were the results?
5. Are we checking to see if there is only sewage in the system or is there infiltration of ground water or roof drain water?
6. If the soil does not meet septic bed criteria, do we need to re-build the bed?
7. If this bed has to be totally dismantled and rebuilt could it be built at an overall lower elevation than present. (semi-raised)
8. Is the grid of pipe in the bed level for even distribution of sewage?

Our school community continues to be most concerned about this problem. We need to get an exact plan, with time lines clearly defined, in place this Thursday. If we are unsuccessful, it is my recommendation that our Board hire an outside firm to do an independent assessment of this septic bed, identify its problems and make recommendations for repair or replacement. Then the Board would need to decide what to do and when.

I invite you to join us at 1:30 p.m. on Thursday, February 19, 1998.

Sincerely yours,



Diana Furry



THE WENTWORTH COUNTY BOARD OF EDUCATION

TAPLEYSTOWN PUBLIC SCHOOL

390 Mud Street East
 Stoney Creek, Ontario L8J 3C6
 Telephone: (905) 682-2297 / Fax: (905) 682-2512

DIANA FURRY, B.A., M.ED., PRINCIPAL

February 20, 1998

SEPTIC BED MEETING - Thursday, February 19, 1998 (Amended Minutes)

The septic bed is capped and fenced. Carolyn Bannon the public health inspector has seen the work.

Present: Krys Croxall, Superintendent - Hamilton-Wentworth District School Board
 Diana Furry, Principal - Tapleystown Public School
 Steve Tammi, Head Caretaker - Tapleystown Public School
 Ken Young, Engineer, Kenneth Young Engineering Inc.
 Carolyn Bannon, Public Health Inspector - Hamilton-Wentworth
 Bruce Thomson, Manager of Plant
 Steve Stirling, Coordinator Plant Services - East Zone
 Kevin Coveney, Facility Supervisor - Saltfleet Zone
 Betty Lindsay, Minutes Recorder

PLAN

#	What	When	Who
1.	Checking flow of potable water in and sewage out.	Daily	Steve Tammi
2.	Dye down 2 roof drains, one at a time to see if it exits into tanks.	By February 27, 1998	Carolyn Bannon
3.	Drain and inspect tanks and pump chamber.	March Break	Plant Department
4.	Do perk test (if dry enough).	March Break	Ken Young Possibly Terra Probe or Soil Mat
5.	Dig - outside tiles at breakaway point to check for cracks and breakage - distribution box	March Break	Plant Department
6.	Investigate the amount and consistency of soil/sand that was purchased from quarry and shipped to the site.	During the next three weeks	Ken Young

I am suggesting a follow-up meeting to occur at Tapleystown School on Monday, March 23, 1998

file: septic feb19 98

#5

1998 03 05

Approved for distribution
by the Director.Signature: Al GreenleafDate: 1998-03-09TO: Al Greenleaf
Director of Education and SecretaryFROM: Merv Matier
Superintendent of Transitional ServicesPrepared by: Daryl Sage, Manager
Audit, Assessment, Property, Insurance and TransportationRE: Recommendations from the L.E.I.C. Property Sub-CommitteeRecommendations

Moved by _____, seconded by _____
that seven portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	<u>1 portable</u>
	8 portables

Moved by _____, seconded by _____
that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget for Capital.

Moved by _____, seconded by _____
that the Glenwood program at Glenwood School in Ancaster, be relocated to Fairview School, in Hamilton, effective September 1, 1999.

Background

The L.E.I.C. Property Sub-Committee was commissioned to study the salient aspects of the accommodations and property issues facing the new district school board. As a part of its mandate, the committee reviewed all accommodation needs and school population projections in the short, mid and long-term future for both school and administration needs. In completing this review, attendance patterns were utilized to determine the most efficient and effective use of available accommodation. At the February 5, 1998 Committee of the Whole, a transitions update was presented. Highlighted in the report was "the Accommodation Work Group will bring a report with recommendations to the former L.E.I.C. Property Sub-

Committee on February 23, 1998 with a final report for presentation to and approval by the Board in early March 1998".

As an outcome of these meetings, schools were flagged requiring short-term solutions to accommodate increased enrolment. At the February 23, 1998 meeting, the committee considered recommendations regarding flagged schools and the relocation of the Glenwood program to Fairview school. Flagged schools are presently fully subscribed or projected to be over subscribed for September 1998. In particular Helen Detwiler, Ancaster Senior, Janet Lee and Lake Avenue schools will be impacted by student growth. At these facilities, projected enrolment is expected to exceed current Board-rated capacities. In Flamborough, rapid housing starts and current school loadings have identified the need for two additional portables. Portables will be allocated amongst the Flamborough Cluster as enrolment patterns firm up.

The following chart provides a summary of the schools flagged for action.

SCHOOLS FLAGGED FOR ACTION

<i>Site Name</i>	<i>Block Code</i>	<i>Portables / Port-a-paks</i>	<i>Ministry Rated Capacity</i>	<i>*Adjusted Board Rated Capacity</i>	<i>Official Enrolment (Oct. 1997)</i>	<i>Projected Enrolment (October 1998)</i>	<i>Variance for October 1998 (+ over, - under)</i>
HELEN DETWILER (JK-5)	87	2	651	565.6	576	619	53
ANCASTER SENIOR (7&8)	ANC	2	586	500.0	508	517	17
GUY BROWN (K-6)	FLAM	13	608	499.0	443	509	10
JANET LEE (K-8)	SC	7	666	458.0	469	468	10
LAKE AVENUE (JK-8)	38	5	820	777.9	723	780	2
		29	3,331	2,800.5	2719	2893	92

**adjusted Board rated capacity includes the capacity of portables presently on school sites.*

Rationale

In making the recommendation to relocate portables, key factors such as retention rates, enrolment projections, anticipated housing developments, portable availability and current school organizations contributed to the decision. With the housing market remaining strong and economic indicators supportive of new housing starts, i.e., low interest rates, low inflation, areas such as Flamborough have the potential to exceed expected enrolments. As a result, portables are being moved in anticipation of the increased demand on the flagged schools throughout the 1998-99 school year.

A complete portable inventory is underway in order to establish overall system demand and usage. Although eight portables have been identified within the recommendations, unanticipated growth or change in economic conditions may require expansion or shifting of portables between sites. We note that Tapleystown enrolment to be observed for rapid growth. Should conditions change, the Board will be apprised accordingly.

The committee acknowledges that the use of portables addresses only the immediacy of the projected overcrowding situation and serves as a temporary solution. Further analysis will be conducted on these identified schools in conjunction with the broader accommodation review relating to

- ✓ school boundaries
- ✓ program offerings
- ✓ school consolidation
- ✓ out of catchment attendance
- ✓ transportation
- ✓ capital projects

At Viscount Montgomery, the special education classes have been re-aligned to allow for continuity of program and long-term planning. For the 1998-99 school year, additional classes will be located at Viscount Montgomery resulting in the requirement of a portable to provide the additional accommodation.

The Glenwood program currently located at Glenwood School, Ancaster is being recommended for relocation to Fairview School in Hamilton effective September 1, 1999. At present, Fairview School is home to a variety of administrative functions, as well as having a portion of the facility tenanted by Rygiel Homes. Throughout the upcoming school year, the Fairview facility will undergo the necessary changes in order to accommodate the Glenwood program. Costs associated with the relocation would be budgeted for in the new 1998-99 fiscal year. It is anticipated that due to the superior fit between Fairview School and Glenwood program needs, costs should be minimized.

With the Glenwood program vacating Glenwood School, this facility becomes available for consideration in the overall accommodation review. The area of Ancaster in which Glenwood School is situated is experiencing new housing developments adding to capacity pressures of surrounding schools. This vacated site will play a key role in developing an accommodation strategy in Ancaster. The relocation of the Glenwood program to Fairview School is supported by school staff and parents. In addition, the committee's direction supports the L.E.I.C.'s guiding principles of putting students first and striving to protect program integrity for those students in the classroom.

Attachments

- Appendix I - L.E.I.C. Property Committee Membership Accommodation Work Group
- Appendix II - Example - Analysis of Enrolment Projections - Helen Detwiler

/dtg

APPENDIX I

L.E.I.C. Property Sub-committee Membership

Bruce Wallace
Ray Mulholland
Wayne Joudrie
Pat Gillie
Bruce Thomson
Daryl Sage
Chris Dean
Chuck Waterman
Adrienne Davidson
Rick Pagett
Terry Lawrence
Earl Kokree
Tom Butterworth
Norma Dymond
Dana Atkinson

Accommodation Work Group

Merv Matier
Wayne Joudrie
Pat Gillie
Bruce Thomson
Daryl Sage

HELEN DETWILER SCHOOL HISTORIC ENROLMENT AND RETENTION RATE BY GRADE COHORT

	JK	SK	01	02	03	04	05	MU	SL	TOTAL
31-Oct-94	86	77	100	75	85	71	58	7	5	564
31-Jan-95	86	76	98	75	80	67	56	7	5	550
30-Jun-95	80	75	96	72	78	68	52	7	5	533
31-Oct-95	63	89	82	95	66	72	69	6	6	548
31-Jan-96	59	87	83	95	66	72	69	5	6	542
30-Jun-96	56	90	81	96	64	67	69	5	6	534
31-Oct-96	66	60	87	80	92	64	70	5	0	524
31-Jan-97	72	62	90	81	90	62	69	5	0	531
30-Jun-97	70	67	90	78	94	62	68	4	0	533
31-Oct-97	75	90	75	92	79	100	59	6	0	576
31-Jan-98	74	93	74	88	79	102	57	6	0	573

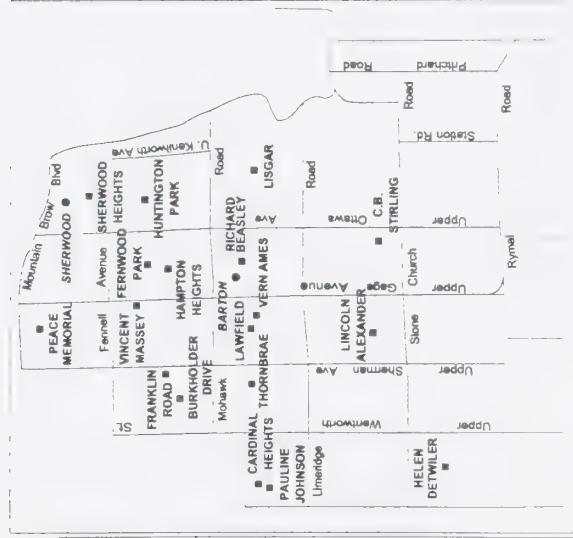
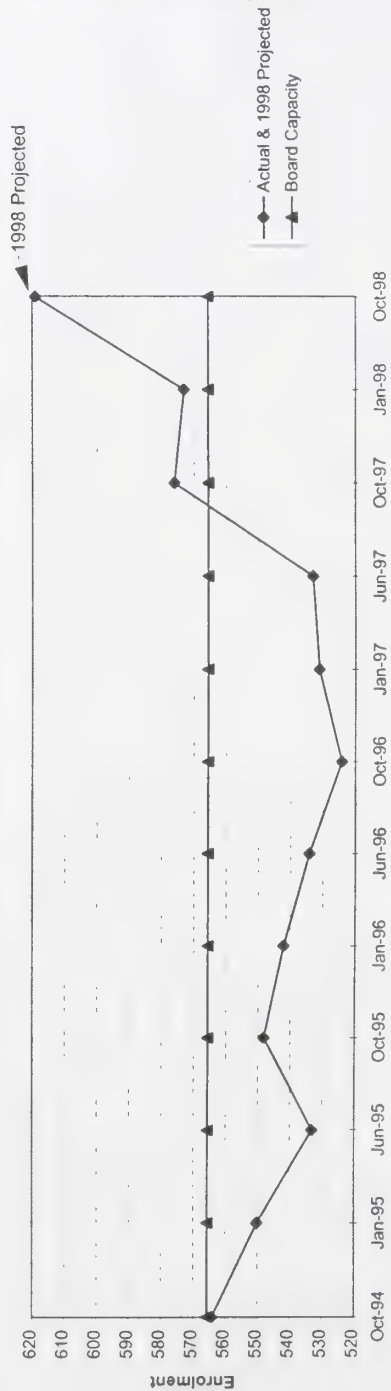
Retention Rate:

31-Oct-94	86	77	100	75	85	71	58	7	5	564
31-Oct-95	63	89	82	95	66	72	69	6	6	548
31-Oct-96	66	60	87	80	92	64	70	5	0	524
31-Oct-97	75	90	75	92	79	100	59	6	0	576
94->95	1.03	1.06	0.95	0.88	0.85	0.97	0.00			
95->96	0.95	0.98	0.98	0.97	0.97	0.97	0.00			
96->97	1.36	1.25	1.06	0.99	1.09	0.92	0.00			
3 year avg	1.12	1.10	0.99	0.95	0.97	0.96	0.00			

Estimated enrolment, based on:

3 yr. avg. retention:	75	84	99	75	87	76	96	6	0	598
+ housing impact:	2	2	3	4	4	3	3	0	0	619
As of March 4th:	77	92	77	89	79	100	58	5	0	577

Actual & Projected Enrolment for Helen Detwiler



#6

The Hamilton-Wentworth District School Board

Memo

To: Allan A. Greenleaf,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Family Claim Form Report

In December 1997, the Provincial Government passed Bill 161 the "Fairness for Parents and Employees Act" which requires school boards to pay families with eligible children up to \$40. per day for each school day during the teachers' withdrawal of services from October 27 to November 7, 1997. This report provides a summary of the results of the rebate process for The Hamilton-Wentworth District School Board.

	City	County	Combined
Estimated* savings during the teachers' protest:	\$7,420,000.	\$3,228,000.	\$10,648,000.

**1997 financial statements are still in the process of being prepared.*

Family Claim Forms:

Number Processed	14,598	6,262	20,860
Approximate Payout	\$5,709,400.	\$2,333,000.	\$8,042,400.

It is expected that cheques in payment of the family claim forms will be processed and mailed to claimants by the first week of April 1998. As of this point in time donations to the Foundation have not been significant.

The Hamilton-Wentworth District School Board is required to establish a reserve for any residual savings remaining after all family claim forms have been paid out. It is anticipated that Ministry of Education and Training direction regarding the application of these reserves may be provided when the funding regulation is released for the 1998 stub year.



1998 03 09

TO: Al Greenleaf, Director of Education
FROM: P. Gillie, Superintendent-Administrative and Operational Services
RE: \$ 100,000 One-time Cash Incentive from Union Gas in Support of
the Comprehensive Energy and Water Reduction Program

Approved for distribution
by the Director.

Signature: Al Greenleaf

Date: 1998.03.09

Recommendation:

Moved by _____, seconded by _____ that the Hamilton-Wentworth District School Board accept the cash incentive of \$100,000 from Union Gas in support of the Comprehensive Energy and Water Reduction Program, through entering into a Memorandum of Agreement outlining the incentive.

Background:

A.) The Comprehensive Energy and Water Reduction Program

The Board of Education for the City of Hamilton entered into an Energy Service Agreement with Tescor Energy Services Incorporated on October 16, 1997 for the purpose of carrying out a Comprehensive Energy and Water Reduction Program in 88 of its school buildings. Tescor was appointed by Board motion on April 1, 1997 following an extensive Request for Proposal and Selection Process.

The project consists of lighting retrofits and redesigns, building envelope improvements, building automation control systems, some improved indoor air quality, water conservation equipment, boiler replacements for five schools, commissioning and monitoring, building operator training, staff awareness and curriculum supplements.

The project cost is valued at \$16,909,143, exclusive of financing. Annual savings are calculated to be not less than \$2,148,345. These annual savings are used to pay down the cost of the project, including financing.

The project business case was submitted to and approved by the Education Improvement Commission with the 1997 budget and to the Local Education Improvement Committee as part of the financial statements for the Hamilton Board.

The Energy Service Agreement between Tescor and the Board provides for the receiving of incentives to be applied to eligible measures and to reduce the cost of the project.

B.) The Union Gas Incentive

Union Gas is being encouraged through the Ontario Energy Board to support energy conservation projects. The intent of the incentive is to provide additional support to further the financial and physical viability of the Project. Those measures related to the consumption of natural gas are specifically targeted with this incentive. A further intent of the incentive is to create awareness for the program through public relations for the benefit of the Hamilton-Wentworth District School Board, Tescor Energy Services and Union Gas. Regulations of the Energy Board limit the nature of exposure of the Union Gas name, logo or image. The incentive has been coordinated by Energy Services Interface, an organization established to coordinate parties in Energy Projects. Energy Services Interface is acting on behalf of Union Gas.

The incentive involves four bodies:

The Hamilton-Wentworth District School Board
Tescor Energy Services Inc.
Union Gas
Energy Services Interface

The responsibilities of each party to the incentive are outlined below:

Union Gas will provide a cash sum of \$100,000, paid in 2 equal amounts, to be used by the Hamilton-Wentworth District School Board in support of its Energy Performance Contract. In addition, to aid in the Communication and Awareness Programs associated with this project, Union Gas will make available, in kind, its Public Relations and Communications Resources to our Public Relations Department.

The Hamilton -Wentworth District School Board will apply the incentive to gas savings measures and work cooperatively with Union Gas in promoting the benefits of these energy savings.

Tescor will provide appropriate documentation of the gas energy measures installed, along with the corresponding savings. Tescor will also consider within the scope of the project further gas savings measures where feasible. Tescor will also cooperate in any promotional and communications support.

Energy Services Incorporated will act on behalf of Union Gas to coordinate this incentive and promote the projects benefits to the primary stakeholder groups of the four incentive partners.

C.) Implementation

Board Staff, the consultant to the project, Tescor, and the Energy Steering Committee have reviewed the incentive proposal. The incentive will be implemented through a Memorandum of Agreement. The Agreement will describe the incentive, identify the partners and their responsibilities (as outlined in section B), and insure appropriate approvals and limitations. The Board and Tescor will retain the right to approve any and all activities, including promotional material, carried out under this incentive. Union Gas, subject to the regulations it must follow, will have permission to use the Board name and Tescor in general awareness promotional material about this incentive, subject to approval by the Board and Tescor. The Agreement will have duration of 12 months.

Rationale:

Acceptance of the cash incentive is recommended for the following reasons:

- a.) The Energy Service Agreement between Tescor and the Board recognizes incentives.
- b.) The cash incentive lowers the project cost by \$100,000.
- c.) The Memorandum of Agreement outlining the details of the incentive will include appropriate controls so that any materials prepared about the project or access to buildings is subject to approval by the Board and Tescor.
- d.) The incentive will enhance the project and provide a positive opportunity to profile the Board.
- e.) Board Staff have reviewed the incentive proposal.

ENERGY COMMITTEE MEMBERS AND RESOURCES

MEMBERS

Pat Gillie
Doug Mann
Ray Mulholland
Bill Ferris
Brian Castle
Mike Burjaw
John Moffat
Irene Polidori

Superintendent - Administrative and Operational Services
Project Manager for the Comprehensive Energy and Water Reduction Program
Trustee
Vice - Principal, Barton Secondary School
Principal, Viscount Montgomery School
Manager Purchasing
Manager Caretaking and Training
Manager Financial Services

RESOURCES

David Burd
Ian Gordon
Sheila George

Proctor & Redfern, Consultant to the Project
Legal Counsel to the Committee
Secretary to the Committee



#8

MOFFAT ELEVATOR SERVICE

February 3rd, 1998

THE HAMILTON WENTWORTH DISTRICT SCHOOL BOARD
100 Main Street West
Hamilton, Ontario
L8W 3L1

RE: ESCALATOR COSTS AT SCOTT PARK SCHOOL AND SIR JOHN A. MACDONALD AND MAINTENANCE AND REPAIR COSTS FOR ALL OTHER SCHOOLS.

ATTENTION: MR. D. O'CONNOR P.ENG.

Dear Mr. O'Connor,

The following figures have been taken over a four year period (1994 to 1997).

SCOTT PARK SECONDARY SCHOOL: \$112,594.50

SIR JOHN A. MACDONALD
SECONDARY SCHOOL: \$ 57,278.66

MAINTENANCE AND REPAIRS
FOR ALL SCHOOLS: \$174,679.33

Note to Trustees: The abnormally high repair figures for Scott Park reflect on-going difficulties with the escalator and with irregular wear-and-tear. The installation of a panel separating the two escalator levels should provide at least short-term relief, but future removal costs, coupled with main office relocation, may have to be considered.

Ian Moffat/tls

HHH



#8-1

MOFFAT ELEVATOR SERVICE

BREAKDOWN OF INVOICE # DATED:
ELEVATING DEVICES COVERED BY CONTRACT:

<u>SCHOOL</u>	<u>TYPE OF DEVICE</u>	<u>MAINTENANCE PRICE</u>	<u>G.S.T.</u>	<u>TOTAL PRICE INCLUDING G.S.T.</u>
Sir John A. MacDonald 130 York Blvd.	1 Otis Elevator 2 Otis Escalators	\$ 195.00 \$ 210.00	\$ 13.65 \$ 14.70	\$ 208.65 \$ 224.70
Sherwood 25 High Street	1 Otis Elevator	\$ 140.00	\$ 9.80	\$ 149.80
Sir W. Churchill 1715 Main Street East	1 Otis Elevator	\$ 165.00	\$ 11.55	\$ 176.55
Elizabeth Bagshaw 350 Albright Road	1 Robertson Lift 1 Dover Elevator	\$ 60.50 \$ 305.39	\$ N/A \$ 21.38	\$ 60.50 \$ 326.77
Education Centre 100 Main Street West	1 Otis D/W 2 Otis Elevators	\$ 80.00 \$ 345.00	\$ 5.60 \$ 24.15	\$ 85.60 \$ 369.15
Sir Wilfred Laurier 70 Albright Road	1 Handi-Cap Lift 1 Otis Elevator	\$ 60.50 \$ 160.00	\$ N/A \$ 11.20	\$ 60.50 \$ 171.20
Scott Park 1055 King Street East	1 Otis Elevator	\$ 200.00	\$ 14.00	\$ 214.00
Parkview 60 Balsam Avenue	1 Otis Elevator	\$ 140.00	\$ 9.80	\$ 149.80
Westdale 700 Main Street West	1 Turnbull Elevator	\$ 180.00	\$ 12.60	\$ 192.60
Holbrook 450 Sanatorium Road	1 Handi-Cap Lift	\$ 66.00	\$ N/A	\$ 66.00
Gordon Price 11 Guildwood Drive	1 Handi-Cap Lift	\$ 60.50	\$ N/A	\$ 60.50
Memorial 1175 Main Street East	2 Stair Lifts	\$ 110.00	\$ N/A	\$ 110.00
Hillsdale 40 Eastwood	1 Handi-Cap Elevator	\$ 120.00	\$ N/A	\$ 120.00
Queen Mary 1292 Cannon East	1 Otis Elevator	\$ 205.00	\$ 14.35	\$ 219.35
Glendale 145 Rainbow Drive	1 Dover Passenger Elevator	\$ 265.00	\$ 18.55	\$ 283.55
<u>TOTAL INVOICE AMOUNT:</u>		\$3,067.89	\$181.33	\$3,249.22



8-2

MOFFAT ELEVATOR SERVICE

February 3rd, 1998

THE HAMILTON WENTWORTH DISTRICT SCHOOL BOARD
100 Main Street West
Hamilton, Ontario
L8W 3L1

RE: SUMMARY OF COSTS FOR SCOTT PARK AND SIR JOHN A. MACDONALD SECONDARY SCHOOL ESCALATORS
MAINTENANCE AND REPAIRS

ATTENTION: MR. D. O'CONNOR P.ENG.

Dear Mr. O'Connor,

The following figures are for your information.

1994

Maintenance and repairs for Scott Park School escalators:	\$15,034.03
Maintenance and repairs for Sir John A. MacDonald escalators:	\$11,756.18
Maintenance and repairs for all elevators, escalators and handi-cap lifts for all schools (excluding escalator repairs shown above):	\$38,121.05

1995

Maintenance and repairs for Scott Park School escalators:	\$23,835.00
Maintenance and repairs for Sir John A. MacDonald escalators:	\$18,433.55
Maintenance and repairs for all elevators, escalators and handi-cap lifts for all schools (excluding escalator repairs shown above):	\$35,068.10

1996

Maintenance and repairs for Scott Park School escalators:	\$43,219.54
Maintenance and repairs for Sir John A. MacDonald escalators:	\$19,980.65
Maintenance and repairs for all elevators, escalators and handi-cap lifts for all schools (excluding escalator repairs shown above):	\$32,993.10

1997

Maintenance and repairs for Scott Park School escalators: (From January 1997 to July 1997 only)	\$30,505.93
Maintenance and repairs for Sir John A. MacDonald escalators:	\$ 7,108.28
Maintenance and repairs for all elevators, escalators and handi-cap lifts for all schools (excluding escalator repairs shown above):	\$68,497.08

<u>GRAND TOTAL OVER 4 YEARS:</u>	SCOTT PARK SECONDARY SCHOOL ESCALATORS	\$112,594.50
	SIR JOHN A. MACDONALD SECONDARY SCHOOL ESCALATORS	\$ 57,278.66
	MAINTENANCE AND REPAIRS FOR ALL SCHOOLS	\$174,679.33

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

TO: ALLAN A. GREENLEAF, DIRECTOR OF EDUCATION
FROM: KEN WATERS, SUPERINTENDENT OF SCHOOLS
DATE: March 4, 1998
RE: COUNTY PLANNING REPORT

See separate package
for attachments

RECOMMENDED ACTION:

Moved by _____ that The Hamilton-Wentworth District School Board approve the recommendations in the attached March Planning Report.

RATIONALE:

A summary of the recommendations and rationale is attached to this report. Arlene Young, who serves as the Planning Officer for the former county board, will be in attendance in order to respond to any questions raised by the Trustees.


KW:jb

Approved for distribution
by the Director.

Signature: 

Date: 1998.03.09

9-1

<u>MUNICIPALITY</u>	<u>AFFECTED SCHOOL</u>	<u>ANTICIPATED STUDENTS</u>
<u>Ancaster</u>		
A1. Arrowhead Park (Retirement Community)	Queen's Rangers	0
	Ancaster Senior	0
	Ancaster High	0
<i>Recommended Action: "Since the proposed development is an "adult retirement land lease community", we indicated to the owner and his agent that the Board has no concerns with the proposed use as long as it remains geared to retirees without school aged children."</i>		
A2. Zoning Bylaw Amendment		
Hamilton District Christian High School		
<i>Recommended Action: "The amendment will permit an addition to the existing school building. Staff will recommend that the Board not object to this proposal."</i>		
A3. Zoning Bylaw Amendment - 292 Sunnyridge Road		
<i>Recommended Action: "The amendment will permit a zero lot frontage due to an expropriation for the Highway 403 extension. Staff will recommend that the Board not object to this amendment."</i>		
A4. Official Plan and Zoning Bylaw Amendments		
Golf Links Road and 27 Legend Court		
<i>Recommended Action: "... Board not object for the following reason. The purpose of the amendments is to allow another retail/office development within the Ancaster Power Centre."</i>		
A5. Zoning Bylaw Amendment - Catholic School Site, Meadowlands		
<i>Recommended Action: "The amendment will rezone the subject lands from agricultural to institutional to permit an elementary school. Staff will recommend that the Board not object to this amendment."</i>		
A6. Notice of Approval		
a) #98-13		
<i>Recommended Action: No further action necessary.</i>		
<u>Stoney Creek</u>		
S1. Felker Neighbourhood Study	Proposed School Site	
<i>Recommended Action: Further review by senior administrative staff of the following recommended actions.</i>		
1. The Board should determine whether or not they wish to enter into another Shared Use Agreement with the City of Stoney Creek.		
2. The Board should confirm their sports program needs for the existing Saltfleet Secondary School and proposed elementary School.		
3. The Board should identify a preferred plan based on this additional information.		
4. The Board should inform G.O'Connor Consultants Incorporated of their preferred plan for the proposed school/park block.		
S2. Notices of Approval		
b) 4669-98		
c) 4632-97		
d) 4634-97		
e) 4635-97		
f) 4637-97		
g) 4656-97		
h) 4661-97		
<i>Recommended Action: No further action necessary.</i>		

#9-2

MUNICIPALITYANTICIPATED
AFFECTED SCHOOLSTUDENTSStoney Creek (continued)

- S3. Official Plan Amendment and Zoning Bylaw Amendment -
Part Lot 30 and 31, Concession 8
Recommended Action: "...Board of Education not object to it for the following reasons. Janet Lee School, which would serve this proposed development, currently has functional capacity available. The majority of the residential units associated with this application may be replaced with alternate forms of development conforming to the site's current 'institutional' zoning."
- | | |
|-----------|----|
| Janet Lee | 14 |
| Saltfleet | 5 |
- S4. Draft Plan of Subdivision - #25T-88013 Liuna Estates
Recommended Action: "... Board of Education not object for the following reasons. Relatively few students will be generated from the Draft Plan. Both schools (Winona and Orchard Park) that would serve this proposed development currently have functional capacity available. Both schools can presently accommodate the students expected from this proposed development."
- | | |
|--------------|---|
| Winona | 4 |
| Orchard Park | 2 |
- S5. Draft Plan of Subdivision - #25T-89003R
Heritage Green Albion, Stage 2
Recommended Action: "... Board of Education not object to it for the following reasons. Billy Green Elementary School, which would serve this proposed development, currently has a significant amount of functional capacity available. Billy Green's catchment area is largely developed already resulting in very few additional students being expected in the near future from other proposed developments. Billy Green's enrolment has been declining over the last four years. This trend is expected to continue."
- | | |
|-------------|-----|
| Billy Green | 108 |
| Saltfleet | 46 |
- S6. Draft Plan of Condominium - Southwood on the Park
Recommended Action: "... Board of Education not object. Fewer units proposed than currently permitted. Overall decrease in the number of students expected."
- | | |
|-----------------------|----|
| Janet Lee | 51 |
| Saltfleet (estimated) | 20 |
- S7. Zoning Bylaw Amendment - 278 Highland Road West
Recommended Action: "... Board of Education not object for the following reasons. The amendment will result in approximately two students being generated. The elementary school presently serving this area (Mount Albion) currently has available capacity."
- | | |
|--------------|---|
| Mount Albion | 2 |
| Saltfleet | 0 |
- S8. Zoning Bylaw Amendment - 274 Highway 20
Recommended Action: "The amendment will permit the extension of the existing commercial zoning to allow further development. Staff will recommend that the Board not object to this amendment."
- S9. Zoning Bylaw Amendment - 464 Highway 8
Recommended Action: "... Board not object for the following reasons. The resulting development would generate very few students. Both schools serving this proposed development (Memorial Elementary School and Orchard Park School) have available capacity for accommodating additional students."
- | | |
|--------------|---|
| Memorial | 3 |
| Orchard Park | 1 |
- S10. Draft Plan of Subdivision
a) 25T-95006(R) - Lake Vista Estates
b) 25T-97018 - Lake Vista West
c) 25T-97019 - Lake Vista East
Recommended Action: "...Board not object. The Board now has a designated elementary school site in the Trillium neighbourhood for accommodating students from these proposed developments."
- | | |
|--------------------------|----|
| Winona | 31 |
| Orchard Park (estimated) | 12 |
- S11. Draft Plan of Subdivision #25T-97017 - Highland Heights
Recommended Action: "Board not object for the following reasons. Very few students are projected to be generated from this proposed development. Janet Lee Elementary School, which would serve this proposed development, currently has functional capacity available."
- | | |
|-----------|---|
| Janet Lee | 3 |
| Saltfleet | 1 |

#9-3

MUNICIPALITYANTICIPATED
AFFECTED SCHOOLSTUDENTSStoney Creek (continued)

- S12. Zoning Bylaw Amendment - Barton St at Green Rd (P. Lee)

Recommended Action: "The amendment will permit a variety store and basement apartment. Staff will recommend that the Board not object to this amendment."

Flamborough

- F1. Notices of Approval

a) 97-129-Z

Recommended Action: No further action required.

- F2. Draft Plan of Condominium #25CDM-98002

Millgrove

1

Recommended Action: "... Board not object to it for the following reasons. The development proposes only four single family homes. The Regional and local planning amendments required for the development have all been either adopted or approved."

- F3. Zoning Bylaw Amendment - Existing Dwellings in the Flamborough Business Park

Recommended Action: "The amendment will recognize nine existing single detached dwellings in the Flamborough Business Park. Staff will recommend that the Board not object to this proposal."

- F4. Zoning Bylaw Amendments - Agriculture to Site Specific

- a) B&J Chappel Landscape Services
- b) John Paul Automotive
- c) Expocrete Ltd. And Exon Door Systems
- d) Dave Moning's Lawn Maintenance
- e) First Service Dental Supply Corporation
- f) Campbell Custom Fabrication
- g) Water Your World Incorporated
- h) Ted's Welding
- i) JDJ Trailers
- j) B.F. Contracting Limited

Recommended Action: "The amendments will permit the lands to be used for additional retail/commercial purposes other than the agriculture designation. Staff will recommend that the Board not object to these amendments."

- F5. Zoning Bylaw Amendment #D14-C1 - Part Lot 4, Concession 3

Recommended Action: "The amendment will permit the construction of a retirement dwelling within an existing barn. Staff will recommend that the Board not object to this amendment."

Glanbrook

- G1. Building and Demolition Permit

- a) October 1997
- b) November 1997
- c) December 1997

Recommended Action: No action required.

Dundas

- D1. Zoning Bylaw Amendment - 37 Bond Street

Recommended Action: "... Board not object to it for the following reason. The proposed change would only permit three additional apartment units to be built."

- Draft Plan of Condominium - #25CDM-97007 Governor's Gate Proposed School Site

Recommended Action: "Inform the Town Engineer that the Board is concerned with the proposed regrading because of potential impacts to the abutting designated public elementary school site (Highland Hills). Request and review the site and grading drawings to ensure their interests are protected."

9-4

MUNICIPALITYANTICIPATED
AFFECTED SCHOOLSTUDENTSDundas (continued)

D3. Zoning Bylaw Amendment - 40 Mercer Street

Central Park	3
Dundas District	1
Highland	1

Recommended Action: "...Board not object to it for the following reasons. The resulting development would generate very few students. Two of the three schools serving this proposed development (Dundas District and Highland Secondary) have available capacity for accommodating the additional students. The Board has significant existing surplus capacity within Dundas that can accommodate additional students projected to attend Central Park Elementary School, which currently has a deficit in capacity."

D4. Building and Demolition Permits

- a) November 1997
- b) December 1997
- c) January 1998

Recommended Action: No action required.

Other

Nil

#10

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

M E M O R A N D U M

TO: Trustees

FROM: The Director of Education

RE: School Trips

Recommended Action:

It was moved by _____, seconded by _____ that the following trip requests be approved:

- (a) Grades 8 to 12 - Adelaide Hoodless, Hillcrest, Lake Avenue, R. A. Riddell, Ryerson, Tweedsmuir, Hill Park, Sir John A. Macdonald, Sir Winston Churchill, Westdale Schools - Trip to underground railroad, Windsor from May 13 to 14, 1998, inclusive;
- (b) Grades 4 to 5 - George R. Allan School - Computer Trip - Madison Heights, Michigan on March 21, 1998;
- (c) Grade 8 - Ryerson School - Camping Trip - Camp Mini Yo We from May 26 to 29, 1998 inclusive;
- (d) Grade 7 - Viscount Montgomery School - History Trip - Ottawa from June 23 to 25, 1998 inclusive;
- (e) Grades 8 to 13 - Glendale Secondary School - Music Performance - Darien Lake on June 5, 1998;
- (f) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Stratford Festival - Stratford on May 20, 1998;
- (g) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Cultural/History Trip - Washington, U.S.A. from May 20 to 23, 1998 inclusive.

Rationale:

As per policy.

March 12/98

/sr

1998 03 10

To: Allan A. Greenleaf, Director of Education and Secretary
The Hamilton-Wentworth District School Board

From: Jane Allison, Public Relations Officer

Re: Logo Contest Evaluation Team Decision

Recommended Action:

It was moved by _____, seconded by _____
that the Logo Design, determined by the Logo Contest Evaluation Team, be received by
the Trustees and approved for use throughout The Hamilton-Wentworth District School
Board.

Rationale:

The attached Logo is the design chosen by the Logo Contest Evaluation Team as the new logo for the unified Board. Chosen from the more than 231 entries, this design has been refined by a designer to work in all sorts of printing media, in either colour or black and white.

The need for implementation of the new logo is quite pressing. Supplies of printing materials are running out, and upcoming printing needs for the entire system (such as letterhead, business cards and certificates) will require completion in the next few weeks.

Logo Contest Evaluation Team

Judith Bishop

Allan Greenleaf

Doug Dunford (Project Team Leader, Literacy/Arts)

Carol MacKenzie (Curriculum Consultant, Program Services Dept.)

Jane Allison

Heiner Rogge (designer)

Sandy Mattis (Home and School, Wentworth)

John Likavec (Printer)

Donna Robinson (Home and School, Hamilton)

Dorte Deans (Vice Principal)

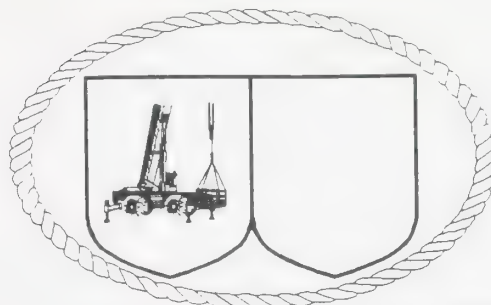


**THE HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD**

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
1998 03 12

#12-9



15 Shetland Dr., Waterdown

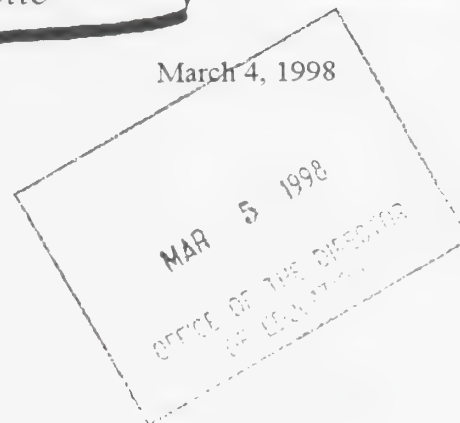
Ontario, Canada, L0R 2M0

Mr. & Mrs. C. & A. Ouellette

TO: Hamilton-Wentworth District School Board
FAX: 521-2539
ATTENTION:

A. Greenleaf, Director of Education	L. Orban
R. Woodworth, Flamborough Trustee	W. Hicks
J. Bishop	B. Wallace
E. Johnstone	H. Bullock
R. Mulholland	J. Dewar
C. Rogers	
L. Peddle	

March 4, 1998

**Re: School Accommodation Crisis in Flamborough**

We wish to advise you that we attended the information session at Guy Brown P.S. on March 4th, regarding the difficulties surrounding overcrowded town schools. We are extremely concerned about both long and short term proposals to address the situation.

We researched, investigated, planned and ultimately purchased a home in the "Windermere" survey of west Waterdown because the local public school was within walking distance of our house. We have been misled by our builder, the town, our school board and our elected officials. We sincerely regret putting our faith in the system at this time.

We have a son due to start in Grade 4 this September. Our daughter is due to start Kindergarten at this time also. This little girl has been looking forward to going to school with her big brother. *We will not send her, at 5 years of age, alone on a bus on a half-hour trip out into the country, while older children benefit from the security of a local school.*

Furthermore, as is often the case when innovations such as the bussing initiatives prove even marginally acceptable, they are then called a "precedent". What guarantee do we the parents/taxpayers have that any initiative to implement a long-term solution, ie. build a new school, doesn't get derailed due to someone labeling this short term bussing solution, a successful precedent, and then promote it as a long term solution?

Not only will we not agree to sending our children out of Flamborough, We will not send our youngest, and most vulnerable child out of town on a bus. We will not make a child shoulder the burden of responsibility that should have been taken by our community leaders. Do your damage control, and do it as best you can, but not at the expense of the littlest children.

Sincerely,

Mr. & Mrs. Charles & Amanda Ouellette

12-b

March 5, 1998

Alan Greenleaf and Trustees
Hamilton-Wentworth District School Board

Picture this: A four or five year old child scared yet excited on his or her first day school waving good bye as he or she gets on a school bus. Now feel the anxiety of the parent knowing their child doesn't know a sole on the bus or at their new school and praying that some responsible person will be at the receiving end to guide that child in the right direction.

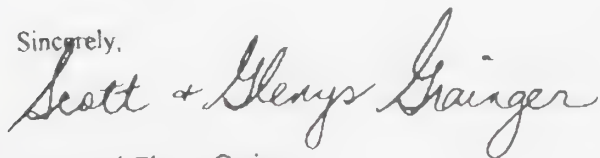
Waiting at a bus stop after school for your child and praying again he or she understood which bus they were to get on

This lack of space in our schools both public and catholic is a serious problem that requires attention immediately. We will not accept our children being bused down Highway 6 or any other Highway to Dundas or Hamilton. We already have the space available to build a new elementary school on the High School property which has been bought and paid for by the tax payers.

The new YMCA project is going to cost Flamborough millions of dollars for an overpriced activity centre which is not a necessity at this time. Providing a proper education for our children here in our own town is an immediate necessity. We deserve and expect an acceptable and speedy response to this most urgent matter.

What we want is a firm commitment to have a new school built by September of 1999 and an acceptable short term solution for the September 1998 school year

Sincerely,



Scott and Glenys Grainger
26 Rockhaven Lane
Waterdown, Ontario
L0R 2H5

#12-C

DATE: Mar. 4th 1998

132 letters with 145 signatures received

TO: TRUSTEES

As a parent of a child in the Flamborough Cluster, District School Board #21, I am writing you this letter to express great concern over the current situation in our public schools. Guy B. Brown school has grown 66% in enrollment since 1993, and will continue to grow. There is no cap on growth for Waterdown with the population projected to **grow by 40%** in three years, by 2001!

Currently, amongst the 4 Flamborough schools, already 43% of our children are in add-on classrooms (i.e. not part of the original school structure). This means **ALL children** in Flamborough are affected by these additional students for computer time, library time, gym time and extra-curricular activity time.

A short term solution is being considered for an expected shortfall of classroom space at Guy B. Brown for September of 1998, which means busing our children to other schools in the Flamborough area, but this is where it stops. We *will not* settle for our children to be bused out of the Flamborough area, and *we will only* consider a temporary solution for one year, on the basis that a new school be constructed for 1999.

We need your support. This is a quality of education issue for our children. The children deserve better.

Thanking you in advance for your time and consideration.

Sincerely,

Kim Catchpole
Earl Catchpole



LEGISLATIVE ASSEMBLY

TONI SKARICA, M.P.P.
Wentworth North

February 19, 1998

Queen's Park Office:
Room 157
Main Legislative Building
Queen's Park, Toronto
Ontario M7A 1A8
Tel. (416) 325-6178
Fax (416) 325-6428

Constituency Office:
89 King St. W.
Suite 102
Dundas, Ontario
L9H 1V1
Tel. (905) 628-6558
Fax (905) 628-6322

Allan Greenleaf, Director of Education
Hamilton-Wentworth District School Board
PO Box 2258
100 Main Street West
Hamilton, Ontario
L8N 1L1

Dear Mr. Greenleaf *Allan*

Enclosed please find a copy of a letter I recently received from my constituents, Carm Legg & Mary Thorpe, regarding the increasing number of head lice cases in Millgrove Public School.

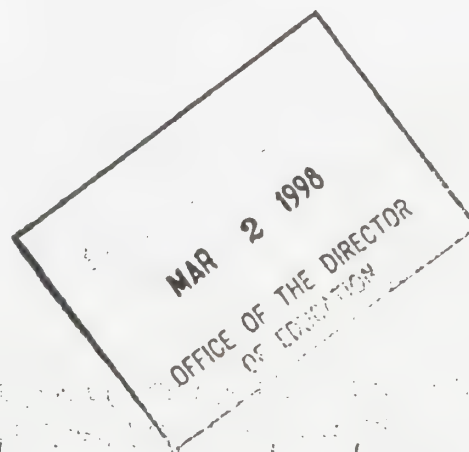
I believe this issue to be of vital concern to these parents and they would like the opportunity to meet with you on this issue.

Any assistance you can provide in this matter would be greatly appreciated.

Sincerely


Toni Skarica

Cc: Carm Legg and Mary Thorpe
Reg Woodworth



Note to Trustees

- Saturday's (March 7th) Globe & Mail had an article addressing this issue. A copy will be available for Thursday evening's meeting.
FHH

February 18, 1998

Tony Skarica, MPP
Hamilton, Ontario

We are writing this letter with the support of the Millgrove School Council and Reg Woodworth(Trustee). We would like to voice our **concern** over the increasing number of head lice cases in Millgrove Public School, not to mention the Wentworth Region.

We do not have the support of Hamilton Public Health Nursing Department. We agree that lice are not a life threatening health issue but the treatment is a health hazard.

We believe a *no nit policy* for the Wentworth Board is an absolute necessity and requires immediate attention. Upon a routine screening Monday February 2nd, 45% of the Kindergarten class at Millgrove was found to be infested. It is a known fact that all the eggs are not always killed with the first treatment, requiring a second treatment.

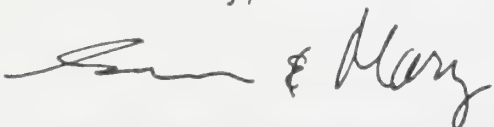
There is currently a child in Kindergarten at Millgrove who has been treated so many times that her physician has recommended she not be treated again. What if she should suffer nerve damage in future years due to these treatments? Who is responsible? The school who allowed children to return without being thoroughly checked and cleaned of nits!

We find it unacceptable that our health unit will not support a *no nit policy*. They encourage parents to treat their children over and over with chemicals that have dangerous side affects. A *no nit policy* can help eliminate the problem by encouraging the removal of all nits, thereby reducing the chances of re-infestation after the first treatment; We don't understand their logic by allowing children back to school with the nits. In the York Board the health unit is actively involved in the execution of a *no nit policy*.

We have the documentation and current *no nit policies* of other boards in Ontario. We think it is time that the new Hamilton Wentworth District School Board adopted a *no nit policy* for our schools.

We would appreciate your immediate consideration.

Yours truly,



Carm Legg & Mary Thorpe

#14

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

Recommended Action: That the request from the Grindstone Creek Christian Home Educators to access public school facilities to enhance their homeschool programs be denied. A.A.G.

February 26, 1998

TO: Allan A. Greenleaf
Director of Education

FROM: Bruce Thomson
Manager of Plant

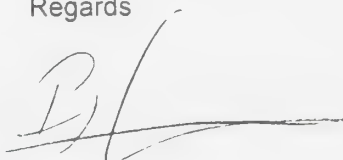
RE: HOMESCHOOL - REQUEST FOR SCHOOL USE

The attached request has been received from the Grindstone Creek Christian Home Educators. They are requesting access to public school facilities to enhance their homeschool programs. I am unsure of any legalities that would permit such usage.

I am of the understanding that the schools in Flamborough are loaded to capacity so I see little opportunity to regularly fulfill such a request, even if it were permitted. Since the children involved are not registered in the Hamilton-Wentworth system, I believe separate insurance would be required. Rental rates are currently \$16 per hour for single gym usage, and \$11 per hour for classroom usage (Wentworth rates), which would apply over the entire day.

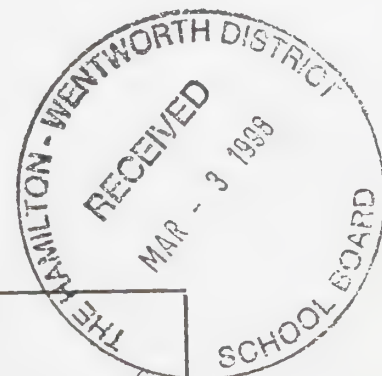
This is an unusual request and does not fit within our existing Community Use of Facilities Policy. Please review and advise as to an appropriate response.

Regards



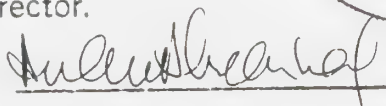
BTjw
pc
att

D. Sage - Manager - Property & Insurance



Approved for distribution
by the Director.

Signature:

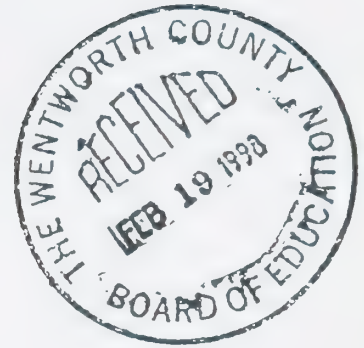


Date:

1998.03.10

February 16, 1998

Bruce Thomson,
Manager of Plant,
Hamilton-Wentworth School Board,
357 Wilson St. E.,
Ancaster, L9G 4B7



Bruce:

Thank-you for talking with me regarding the options for use of school property.

This is a request to use a Flamborough school facility, specifically a gymnasium and possibly a classroom, for Flamborough school children during school hours. These children range in age of 4 to 16, and are homeschooled, meaning that currently their parents provide for their education at home. This of course relieves some of the stress on the education facilities of Flamborough, while still providing funds for the schools through our property and education taxes. Now however, as the number of children (44) and their age increases in our group we find it would be beneficial to have access to a large indoor gym equipped with the tools to teach them various sports, particularly for the period November to April.

We request that the Hamilton-Wentworth School Board provide the Grindstone Creek Christian Home-Educators with the use of a gymnasium and one classroom for one two-hour period one day a week for 3 six week sessions during the school year. Our preference would be for a Thursday or Friday afternoon, 1-3 p.m., during the periods Oct-Nov, Jan-Feb, Mar-Apr.

We are aware that this is an unusual request, and also that the schools are being used "to capacity". We are willing to be flexible and consider what openings may be available. I have talked with the vice-principal at Balaclava School and she suggested we could use those facilities during most mornings from 8:45-9:30 a.m. during their announcement time. She indicated that while decisions are not up to her, she would encourage us to try for use of the facility. Possibly other schools have a similar time slot later in the day that they would be willing to share with us.

One of the difficulties we run into is the requirement for insurance if we rent other facilities. We expect these children will be covered by the schools' current insurance policy as they are school children on school property.

I understand from the rental office that we could arrange for use of the gym at the rate of \$10 per hour and a classroom at \$9.50, but these again would be after 3:30 p.m. We prefer to school our children during normal day hours.

Thank-you for your consideration of this request. Please feel free to contact me at 905-689-7762 for further clarification if needed, and we look forward to hearing a favourable response from you.

Sincerely,

Heather Zwart
for Grindstone Creek Christian Home Educators

RR 1
millgrove, ON
LOR 1V0

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

February 26, 1998

TO: Allan A. Greenleaf
Director of Education

FROM: Bruce Thomson
Manager of Plant

RE: GIRL GUIDES OF CANADA - "Aggie '99"

Please refer to the attached request for the use of Saltfleet High School for the weekend of April 23, 1999 thru April 25, 1999. Events such as this have been held in the past at Old Saltfleet and Ancaster High. Participants are well-disciplined and supervised during the event.

The school has been consulted and are prepared to make their facilities available to support the event. Girl Guides of Canada is prepared to meet Board rental fee and custodial coverage requirements.

I would recommend that this request for use be endorsed and that administration be authorized to negotiate a rental agreement with the Girl Guide of Canada.

Thank you



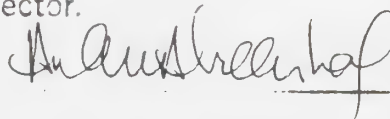
BTjw
pc

G. Crawford - Principal, Saltfleet Secondary School
D. Sage - Manager - Property & Insurance



Approved for distribution
by the Director.

Signature



Date

1998.03.10



Girl Guides of Canada Guides du Canada

AGGIE

Called Jim Henry Aug 26/97 - will call back

HAMILTON AREA

918 Main Street East,
Hamilton, Ontario L8M 1M5
Telephone: (905) 549-2429 (905) 549-2420
Fax: (905) 549-3396

June 16, 1997

Ms. Judy Watson
Plant & Maintenance Dept.
Wentworth County Board of Education

Fax no. 679-2547

Dear Judy:

Further to our telephone conversation earlier today, following are the details you requested:-

Girl Guides would like know if it would be possible to have the use of your facilities at Saltfleet High School from Friday, April ~~20~~¹³, 1999 to Sunday, ~~May 25~~^{May} 1999. This event, (Aggie '99) would be for 400 - 500 girls and adults, that is, approx. 400 girls and 40 adults.

We would like to be able to set up for registration, etc. as soon as we can after the students leave on Friday. Our registration would begin at 7:00 pm. Ideally, the girls would sleep in both gyms. The 40 leaders would sleep in the regular class rooms. All would come self-contained.

On Saturday, many of the girls would be away from the school for outdoor activities, however, we would need some of the classrooms for planned Guiding sessions to be held during the day.

We would be planning some sort of entertainment for the girls for Saturday evening from 9:00 to midnight. Do you have a theatre room that could be used or would we use a gym?

As regards to food, we would like to be able to prepare meals as follows:-

Saturday - breakfast and lunch

Sunday - breakfast only. A bag lunch would be prepared for all.

Most of the participants would leave by 1:00 pm on Sunday and all adults would be out by 3:00 pm.

We are holding a planning meeting on June 23rd, and would like to know if it would be possible to hear from you prior to that date.

Could you please contact Mrs. Eleanor Blake at 336-7548 to discuss the possibility and costs of using the school.

Thanked very much, Helen Coon,

D I S T R I B U T I O N

BUSINESS COMMITTEE
1998 03 12

#16

1998 03 09

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **SAMPLE AGENDA REPORTS**

The attached sample reports are for your information. At a future meeting, trustee direction with respect to their necessity and usefulness will be required.

APPENDIX A -

- Quarterly Report - Interim Financial Status Report (former City Board)
- Cash Disbursement (former County Board)
- Revenue/Expenditures (former County Board)
- Loan/Investment Report (former County Board)
- Education Development Charges Fund (former County Board)



3 2022 17291688 0

WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

APRIL 9, 1998

URBAN MUNICIPAL

APR 16 1998

GOVERNMENT DOCUMENTS

6:30 p.m.

A G E N D A

6:30 p.m.

1. Call to Order
2. Approval of Minutes of March 12, 1998
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

DELEGATIONS:

5. (a) Draft Regulations for Delegation Presentations to Committee
- (b) Presentation re Pediculosis

W. L. Teed

ACTION ITEMS:

6. Board Referrals
 - (a) Status of Renovations at Barton Secondary School
7. 1998 Stub Year Capital Projects
8. Update on Restructuring Program - Ministry Funding
9. Ontario Member School Boards' Association [Bob Keel will be present to speak to the By-Laws]
10. Sample Agenda Reports
11. Superintendent Report re License Between Saltfleet District High School and Stoney Creek and District Rugby Association
12. Energy Report
13. Creative Playstructure - Sanford Avenue School
14. Creative Playstructure - Peace Memorial School
15. Superintendent's Report re Tapleystown Septic Field
16. Mount Hope Bus Route
17. Request for Update - Asbestos Abatement Team
18. Selection of Policy Committee
19. School Trips

D. Grant
D. Grant
L. Veerman
M. Matier
D. Grant
K. Waters

P. Gillie
P. Gillie
P. Gillie
K. Croxall
K. Waters
R. Mulholland
R. Mulholland
Superintendents

CORRESPONDENCE:

19. Town of Flamborough re elementary accommodation in Waterdown

DISTRIBUTION:

20. MOET New Funding Model - Technical Papers
21. MOET - Student Focused Funding Pupil Accommodation Grants
22. MOET - New Student-Focused Funding: An Overview

21. Public Questions for Clarification

Future Meetings:

Regular Board

Special Education Advisory Committee

April 16, 1998

April 28, 1998

8:00 p.m.

7:15 p.m.

DELEGATIONS

BUSINESS COMMITTEE
1998 04 09

#5(a)

The following DRAFT Regulations are provided for the members to assist with the Presentation to the Business Committee.

Further discussion took place at the April meeting of the Education Committee relative to #7. with the final determination to be made at the April Board meeting.

(a) Draft Regulations for Delegation Presentations to Committee

It was moved by J. Bishop: That the following Regulations for Delegation Presentations to Committee, as amended, be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.

As presented at the Committee meeting

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Suspend the Rules of Order by a two-thirds majority to
 - (i) consider the matter immediately.
 - (ii) Refer the delegation's presentation to the administration for review and comment.
 - (iii) Formally receive and file the submission of the delegation.

As presented by Trustee Hicks

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (e) Formally receive and file the submission of the delegation.

[Note: Order of #7. to be determined at Board.]

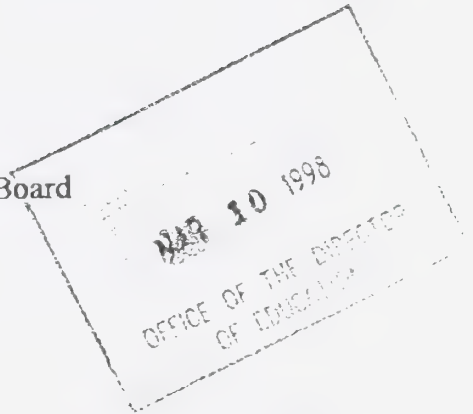
8. The Committee will then continue to the next item of business.

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Mrs. W. L. Teed
P. O. Box 193
Millgrove, Ontario
L0R 1V0

Saturday, March 7, 1998

Mr. Allan Greenleaf
Director and Secretary To The Hamilton-Wentworth District School Board
P. O. Box 2258
100 Main Street West
Hamilton, Ontario
L8N 1L1



Dear Mr. Greenleaf:

I am a member of my daughter's school Advisory Council and a concerned parent. Since Caitlin began attending Millgrove School in the fall of 1996, pediculosis has been an ongoing issue. Apparently, it has always been a problem but the population has just tolerated it and not challenged its existence. I am not willing to accept the regular presence of children with lice in our school and I have the support of many other equally concerned parents. This letter is to request delegation status to attend and speak at the next Board meeting on this issue and specifically to outline the reasons behind "no nit" policies, the data in support of them and the necessity to implement such a policy across the Board in the region of Hamilton-Wentworth.

I commenced local telephone research on this issue early last spring and found that Millgrove appears to be the only school within the surrounding communities that has a small parent population who does not wish to take responsibility for pediculosis with regards to their families, thus effecting others in their immediate environment.

More recently, I have done extensive telephone research, to poll Boards in areas as far as Durham to the east and Grand Erie / Norfolk to the west. I have found two Boards of Education (the former York and Etobicoke Boards which have recently amalgamated with Toronto) that have an ongoing Pediculosis Control Program that is supported by an across the Board "no nit" policy. The former Etobicoke Board had 857 cases of pediculosis throughout the 1996/1997 school year with a population of 40,000 students, 2.14%. It was also reported to me by Karen Pettit, the Pediculosis Control Program Co-ordinator, that upon routine screening, one might find one or two cases in a school of 500 students, .3%. With respect to the former York Board, during the month of September, 1997, 45 cases of lice were found during a screening of 8,825 students from kindergarten to grade 6 or .51%. Please note that within a school board where a "no nit policy" is in place, one would expect to find the highest rate of pediculosis during the month of September, after an extended period of time away from the school environment. Likewise, a Durham school with a "no nit policy," reports 3 cases of pediculosis out of 660 students (two of which, were the same child) or .3 % of the school population, during the period

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from September, 1997 to January, 1998. Moreover, a Peel school, implementing the Board's "no nit policy," reports 4 cases out of a population of 485 students for this school year, or .82 %. In contrast to the figures above, please refer to Appendix I, which outlines the pediculosis statistics for Millgrove School thus far, during the 1997/1998 school year. On our last official monthly screening, our parent volunteers found 18 cases of pediculosis, in a population of 253 students or 7.11% of the total school population.

In a memo entitled "Pediculosis Roundtable Discussion, Dr. Simon and The No Nit Policy," dated May 9, 1991, from the National Pediculosis Association:

A national survey of school nurses (Journal of Community Health Nursing) revealed that 97% of the respondents indicated that children are excluded from school whenever the possibility of lice exists. Approximately 65% of the respondents indicated that all nits must be removed before children are readmitted after lice treatment. Of those nurses working without a No Nit Policy, over 61% advocate for such a policy. Of those that do have a No Nit Policy, 95% report an effect on the incidence of lice in their school.

On August 16, 1985, Andree Early-Wallis, President of the California School Nurses Organization, wrote a letter to Deborah J. Attshuler, Executive Director of the National Pediculosis Association, stating the following:

The CSNO is very pleased to support September as Pediculosis Prevention Month. School nurses are perhaps the body of professionals with the most vested interest in the eradication of this public health problem...The organization supports and promulgates a nit free policy for schools...

I have been told by our Public Health Department that there is no data to support "no nit" policies and that is why I have sought this information. To me, simple logic would say that in an environment where no nits are permitted, the incidence of pediculosis would be lower and I stated this to the Public Health Nursing Supervisor, Ms. Dorothy Elliott. However, it appears that I must prove this empirically to our local health officials. Hence, the information, provided above.

Not only does our Public Health department not take this issue seriously, as personnel state that it is "not a health concern" but these same individuals are advising those families with pediculosis that it is not necessary for the nits to be removed. Such information from Public Health officials, we believe, only serves to add to the problem. There appears to be contradictory literature on this issue. Our Public Health Unit says that it is not necessary to remove nits when treating pediculosis, as per an article from the Canadian Pediatric Society, dated winter 1996. I have contacted the CPS in this regard and was told by the person to whom I was speaking that she has received numerous calls regarding the information in said article and encouraged me to contact the author to discuss the content therein. I attempted during the week

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of February 16, 1998, to contact Dr. Noni MacDonald and left a detailed message on her answering machine in this regard. My call has not been returned. I will continue to pursue this but I do believe, based on my most recent research on this topic that nit removal is not only required but is "vital" to the successful treatment of pediculosis. I have contacted both the former Etobicoke and York Boards and have had countless discussions with their personnel with respect to their pediculosis programs. Removal of all eggs is the most important aspect of treatment and that is the basis for the across the Board "no nit" policy for both Boards.

I have contacted the National Pediculosis Association in the United States several times and have information from their website which not only indicates the necessity of nit removal in treatment of pediculosis but also promotes "no nit" policies. In an article entitled: "The No Nit Policy: What Is It and Why Do We Need It?" the statement is made that: "from its inception the NPA has endorsed the No Nit Policy as an essential component of thorough lice control..." Further, "...as an administrative policy, it gives the nurse a strategy for returning lice control responsibility to parents, who rightfully own it in the first place." With regards to the chemical treatments currently available, the NPA states that: "no commercial remedy on the market today is 100% ovicidal (egg killing) Treatment with these products alone will result in a hatch rate ranging from 5% to 30%, reinforcing the need for nit removal."

I have obtained quotes from a publication entitled: "The Lice-Buster Book, What to Do When Your Child Comes Home With Head Lice!" which also substantiates this claim. Page 46 of this publication indicates the following:

.. Because NO lice treatment kills 100% of the nits, it is important to remove each and every nit to prevent them from hatching and reinfesting the child or family again.

Page 47, further states that: "Nit removal is the most vital step." Finally, page 93 says the following:

...It is not fair to subject a community to lice. Lice control is possible only when everyone cooperates. You may want to urge your children's school to institute a "no-nit" policy and communicate that policy to teachers, staff, and parents.

Furthermore, an article in today's Globe and Mail, entitled: "Superlice Bug Schoolkids," states a parent from St. John Elementary School in east Toronto "...found that the only way to eradicate the persistent lice is to pick the tiny nits out of children's hair one by one..."

I have faxed a great deal of information to Ms. Dorothy Elliott, Public Health Nursing Supervisor at our local Health Unit and she now appears to be open to discussing the necessity of nit removal in the treatment of and reduction in incidence of pediculosis but has told me that it would take a lot to get her to endorse a "no nit" policy.

5b-3

There are a number of sections of the Education Act that may be interpreted to deal with this particular issue and the enforcement of a "no nit" policy. In fact, Mr. L. Street, Superintendent of the former York Board of Education, cites Regulation 298, Section 23. (1) "A pupil shall, ...f) be clean in person and habits;" and Section 21. Subsection (2) "When attendance excused. - A child is excused from attendance at school if, ...b) the child is unable to attend school by reason of sickness or other unavoidable cause;..." Mr. Street believes that pediculosis may be included as an "unavoidable cause." There are others that believe pediculosis may be interpreted under 265. "Duties of principal...(j) care of pupils and property. - to give assiduous attention to the health and comfort of the pupils..."

I have spoken to Mr. W. Joudrie, Superintendent of The Hamilton-Wentworth District School Board and at that time, I asked him if he would support a principal in the suspension of a student or students where there is an ongoing issue of pediculosis and he advised me that last spring, he encouraged one principal to do just that, to deal with this problem.

There are many other issues surrounding pediculosis. There is the time factor, in its proper treatment and also the financial burden of the costs of the chemical treatments but what concerns many of us the most, is the damaging effects of repeated treatments on our children. To say that pediculosis is "not a health concern" by our Public Health officials, does not consider this aspect of the problem. As the National Pediculosis Association states on its Website: "Remember, these products are not mere shampoos, cremes or lotions, they are pesticides."

I have spoken to Mr. Reg Woodworth, School Trustee, who told me that he would support a "no nit" policy, if I went to the Board with such a request. I have spoken to the principal, the president of the school Advisory Council for Central Elementary School in Dundas and one of its "Lice Busters," as this school currently has a "no nit" policy in place which commenced in September of 1997. Certainly, they would support such a policy, as it would make the enforcement of their present policy, an absolute necessity. Additionally, the principal at Millgrove School, Mr. L. Bentham, has indicated to me that if such a Board policy were in place, it would definitely make enforcement of our most recent school "no nit" policy, much easier. He would also like to see the pediculosis within our school population reduced.

Another issue that many people do not even consider when speaking of the topic under consideration, is that of the effects of pediculosis on the socialisation of children. Those of us who live in daily fear of our children catching lice from the other school children, are painfully aware of this issue. There are times when neighbourhood school children do not play at each others' homes after school because of an awareness of this ongoing problem. The children are warned to hide their hats and scarves in their sleeves of their coats and not to share brushes or any other item which touches the head. Children are advised not to play in head-to-head contact which is how they appear to instinctively play with each other and not to share helmets during sports activities. In fact, my daughter does not participate in community baseball for this very reason. Last year, one of the mothers who is also concerned about this issue, bought a separate baseball helmet for her two girls and the family was made to feel uncomfortable for doing so. It is truly sad that we must raise our children in this manner within our community because of

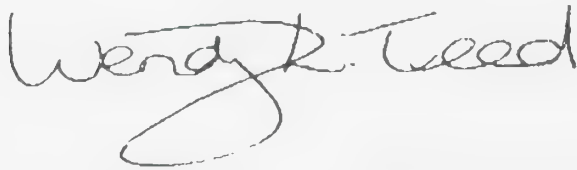
5b-4

the ongoing problem of pediculosis within our local school.

We have at least two families attending Millgrove School that have had ongoing cases of head lice reportedly for years and they are indicated in the Millgrove statistics of Classes A and B. One dedicated parent volunteer who has a child in Class A, has had to personally deal with this issue two times in her home, since her child began Millgrove School in September of 1997. She devotes a great deal of her time screening children, advising parents and removing nits. One other parent has been active in this aspect of the process as well and we have others when they are available. I have spent countless hours on the telephone and at the computer, dealing with the background information needed for policy development. Quite frankly, we all feel that our time, energies and expertise could be put to better use for the school but not until this problem is, if not eradicated, at least reduced to a reasonable level. We need the Board's support on this.

With the recent amalgamation of the Hamilton and Wentworth School Boards, now is the time to institute a "no nit" policy, so that we may send our children to school each day, safe in the knowledge that they will not likely come home with lice.

Appreciating your prompt attention to this matter, sincerely yours,



Wendy L. Teed
Parent and Member of The
Millgrove School Advisory Council

cc. Mr. Toni Skarica, M.P.P. Wentworth North
Mr. Reg Woodworth, School Trustee, Flamborough, Ontario
Mr. Wayne Joudrie, Superintendent, Hamilton-Wentworth District School Board
Mr. Larry Street, Superintendent, Toronto District School Board (York)
Mr. Russ Daniels, Superintendent, Toronto District School Board (Etobicoke)
The National Pediculosis Association

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Appendix 1**Millgrove Public School****Pediculosis Checks For The 1997/1998 School Year**

	Class A		Class B		Total School	
	#	%	#	%	#	%
October 20, 1997	2	9%	1	3%	7	2.77%
December 1997	2	9%	4	14%	13	5.14%
January 5, 1998	4	18%	2	7%	8	3.16%
February 2, 1998	9	41%	4	14%	18	7.11%

February 18, 1998

Recheck of classes A and B - incomplete

School Population - 253 Students, Kindergarten to Grade 5, inclusive

Please Note: Classes A and B have the highest incidence of pediculosis per capita within the school, due to ongoing and recurring cases within each class.

sb-6

Back to the Handbook

PEDICULOSIS GUIDELINES

1. Mandate and Responsibilities
2. Procedures
3. Exclusion Form (blue)
4. Instructions for Parents (pink)
5. Class letter (green)

<http://eboweb/MAIN/POLICIES/PrinHB/H4bkp.htm>

2/3/98

<http://eboweb/MAIN/POLICIES/PrinHB/H4bkp.htm>

2/3/98

FEB 3 '98 13:53

FROM JOHN D PARKER JR

PAGE.004

5b-7

THE BOARD OF EDUCATION FOR THE CITY OF ETOBICOKE**PEDICULOSIS EXCLUSION FORM**_____
School_____
Date

Dear Parent or Guardian:

Name of Child_____
Classroom

Classroom inspections were completed at your child's school today and it was found that he/she has pediculosis. Please follow the enclosed instructions and remove all nits before returning your child to school. The Pediculosis Co-ordinator must re-examine your child prior to being readmitted to school. The child must be nit (egg) free. The child must be accompanied by an adult.

The Pediculosis Co-ordinator will be available to inspect your child on

Date

at

Time

5b-8

The Board of Education for the City of York

MEMORANDUM

1997 08 15

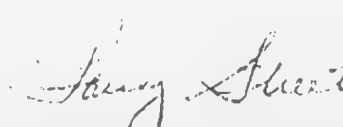
MEMO TO: ELEMENTARY PRINCIPALS
FROM: LARRY STREET

RE: PEDICULOSIS CONTROL PROGRAM

Enclosed is updated material concerning pediculosis. May I request your assistance in distributing this information early in September.

Contents of the package includes:

1. A letter and instructions re treatment for every parent printed on white and signed by the Superintendent of Student Services and Elementary Staffing.
2. The Exclusion Form, printed on blue paper, to be given to any student who has contracted pediculosis.
3. The Memo to Parent/Guardian, printed on green paper, to be given to students in a class where a case of pediculosis has been discovered. (One class set is provided. You may have to run more later.)
4. The Pediculosis Program Co-ordinator Schedule for Principals.



SUPERINTENDENT OF STUDENT SERVICES
AND ELEMENTARY STAFFING.

LS/gaa

Encl.

cc - Secondary Principals - F.Y.I.

5b-9



THE BOARD
OF EDUCATION
FOR THE CITY
OF YORK

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N. AHMET, B.A., M.Ed.
Director of Education
and Secretary-Treasurer

A. LMO, B.A., M.A., M.Ed.
Senior Superintendent of Personnel

J.A. WILLIAMSON, B.A., M.Ed.
Senior Superintendent of Programs

Dear Parent/Guardian:

RE: HEAD LICE (PEDICULOSIS)

For the past several years, there have been infestations with these tiny insects in Ontario and it is possible that we may be faced with the problem again this school year.

To control this nuisance, we ask your co-operation. Enclosed you will find information which will inform you about the recognition and treatment of head lice. Please keep it for future reference.

It has been found that close contacts of the home or of a friend's home are the most likely source of infestation. Therefore, we ask each parent to inspect their child's hair weekly. This will result in the earliest detection and treatment.

The City of York Health Unit or Pediculosis Program Coordinator (394-2847) is prepared to advise you if you have any questions or concerns.

Yours sincerely,

Larry Street,
Superintendent of Student Services
and Elementary Staffing.

LS/ges
Encl.



5b-10



CITY OF YORK HEALTH UNIT



INSTRUCTIONS TO PARENTS CONCERNING TREATMENT
AND CONTROL OF PEDICULOSIS CAPITIS (HEAD LICE)

Description

Head lice is spread by head-to-head contact with an infested person and sometimes by contact with his/her clothing, hats, combs, brushes, pillows and towels.

The eggs (nits) of lice hatch in a week. Head lice can be passed to others as long as there are any live lice or if all of the eggs are not removed. You must remove all of the eggs. Anyone can get head lice.

In order to control head lice, all close contacts must be checked and treatment started immediately if eggs or lice are found.

The head louse may be brown or grayish, with a flat wingless body. It is about 2-3mm in length and about half as wide. It has 6 legs and lives almost entirely on the head. Its food is blood.

The eggs may be yellow, brown or white. They are tear drop shaped and are about half the size of a pinhead. They are glued to the hair near the scalp and are also called "nits". It is usually the eggs which are first noticed.

Control

All infested family members should be treated at the same time. There are special creme rinses and shampoos which contain chemicals which kill the lice and some of the nits. BECAUSE NOT ALL THE NITS ARE KILLED, REGARDLESS OF THE PRODUCT USED, THEY MUST BE REMOVED.

ASK THE DRUGGIST FOR THE KIND THAT YOU SHOULD USE.

Product Use

Read the package directions of the product you have chosen and follow them carefully, or ask the druggist or nurse how to use the product.

To help loosen the eggs after using the special creme rinse or shampoo, rinse hair with warm water and vinegar (1/2 water, 1/2 vinegar). Wrap hair in towel and leave vinegar on for one hour.

Removal of Eggs

1. You will need good lighting, i.e. at window, under lamp light, etc.
2. Using your fingernails to pull out the eggs is the best way to remove eggs. A fine toothed steel comb dipped in vinegar may also be used. (You can buy a lice comb at the drugstore.)
3. Pile hair on top of head. Start at base of neck and work on a small section of hair at a time. You should use hair clips to separate the hair that you've already pulled the eggs out of.
4. The eggs will not hatch off of the head but you should put them in the garbage anyway.

5b-11

- 2 -

5. **ALL EGGS MUST BE REMOVED** (as per School Board policy).
6. When all eggs have been removed, the comb should be cleaned and boiled in water for 10 minutes. Wash hands and clean fingernails.
7. To make sure that you get rid of lice, you must repeat the treatment one week after the first treatment.

Other Measures to Control This Problem to be Carried Out at the Time of Treatment

1. Wash bedlinen, clothes (hats) and towels used by the infested person within the past 48 hours.
2. Boil combs and brushes for 10 minutes.
3. Check each member of the family daily. If required, repeat treatment according to directions. Once condition is cleared, check each family member every week for 6 weeks.
4. Please call the Pediculosis Program Co-ordinator (394-2847) to discuss any problems or questions that you may have.
5. Head lice do not live on family pets.

WE ASK THAT ALL PARENTS CO-OPERATE IN FOLLOWING THE ABOVE RECOMMENDATIONS.
IT IS ONLY WITH YOUR HELP THAT THIS CONDITION WILL BE CONTROLLED.

56-12



CITY OF YORK HEALTH UNIT

PEDICULOSIS CAPITIS EXCLUSION FORM

SCHOOL

DATE

Memo to Parent/Guardian:

Name of Child

Classroom

A classroom check was done at your child's school today and it was found that he/she has head lice. Please follow the directions and remove all nits before returning your child to school. The Pediculosis Program Co-ordinator must recheck your child before being readmitted to school.

The Pediculosis Program Co-ordinator will be able to check your child on _____ at _____ AM/PM.
date time

Authority
for Exclusions:

Principal

Pediculosis Program
Co-ordinator

5b-13



CITY OF YORK HEALTH UNIT

Date: _____

Dear Parent/Guardian:

RE: PEDICULOSIS CAPITIS (HEAD LICE)

Head lice is spread by head-to-head contact with an infested person and by contact with his/her hats, combs, brushes, pillowcases and towels.

A case of head lice has been found in your child's classroom. The student with head lice will stay home until the Pediculosis Program Co-ordinator rechecks him/her. When the lice are gone the child can return to school.

We ask that you do the following:

1. Check your child's hair and scalp frequently. The head louse may be brown or grayish, with a flat wingless body. It is about 2-3mm in length and about half as wide, with six legs. The eggs may be yellow, brown or white, are tear drop shaped and are glued to the hair near the scalp. They are half the size of a pinhead. Eggs are also called "nits". It is usually the eggs which are first noticed.
2. If your child complains of an itchy scalp, you should check your child's hair for lice and/or nits.
3. Please call the Pediculosis Program Co-ordinator at 394-2847 if you have any questions or concerns.

**Pediculosis, The No Nit Policy
and the
Hamilton-Wentworth District School Board**

**Presented by Wendy Teed
Thursday, April 9, 1998**

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Introduction

Pediculosis is an ongoing issue, particularly at Millgrove School. In the past, it appears that the population has accepted it as a reality of living in this area. My husband and I do not. Head lice has reportedly been a problem at our local elementary school for years but no one has challenged it. We moved to Millgrove in August of 1995, from The City of York within Metropolitan Toronto. Pediculosis is not as much of an issue for families there because the School Board adopts a "no nit" policy. I am here this evening, along with other concerned parents, to request the Hamilton-Wentworth District School Board, henceforth referred to as HWDSB, to adopt a "no nit" policy, as many other Boards within southern Ontario do.

In preparing for this presentation, we have not had the support of our local Public Health Department for two primary reasons:

1. our Public Health officials do not see pediculosis as a problem; and
2. our Public Health officials do not accept that the removal of nits is necessary in the successful treatment of head lice.

Hence, I believe that our role this evening, as representatives of the concerned parents within the Hamilton-Wentworth (henceforth referred to as HW) region, is the following:

1. To outline the importance of this issue - that pediculosis truly is, a "health problem;"
2. To verify that in the successful treatment of head lice, the removal of nits is absolutely necessary; and
3. To urge the Board to adopt a "no nit" policy to reduce the incidence of this problem.

Pediculosis As A Health Problem

According to Lori Swick, a practising doctor of pharmacy, in an article published in the Toronto Star on April 3, 1998, "lice are wingless, six-legged parasites" that "cling to hair or clothing fibres while biting into the skin and sucking blood for nutrition. They feed every few hours, leaving behind several hundred puncture sites daily..."

Although many do not view pediculosis as a "health problem," the National Pediculosis Association (an American-based, non-profit, health agency, dedicated to lice and scabies issues), henceforth referred to as the NPA, states that "with the exception of the common cold, head lice infestation affects more school-aged children than all other childhood communicable diseases combined." Further, "many diseases affect our child population today, but few are as communicable and as widespread as pediculosis capitis, and few involve the repeated direct exposure of young children to pesticides" (Altschuler and Kenney, 1988).

Other quotes which substantiate the significance of this problem are as follows:

"Head lice is the second most contagious condition among school-aged children and is one of the top five reasons children miss school..." ("Parents, Beware: We May be Entering the Era of the 'Mutant Ninja' Louse"). "Pediculosis, commonly known as head lice, continues to be a major school and community health problem across the United States...the problem has become so common during the first few weeks of school that September is designated as National Pediculosis Month" (Clare and Longyear, 1990).

Some assert that "head lice do not carry other human diseases or cause serious illness" (Canadian Paediatric Society, Winter 1996). The NPA does not agree and to quote a memo from this organisation, dated fall 1991, with regards to a Dr. Simon's position on the topic of pediculosis:

...The opening statement of his article regarding the inability of the head louse to transmit bacteria reveals that he has not fully researched the topic...Hermes in 1939 raised the issue of mechanical transmission of impetigo and staph. Taplin in his 'Advances in Pediculosis, Scabies, and Other Mite Infestations,' states that multiple pyoderms of the scalp, due to *Streptococcus pyogenes* and *Staphylococcus aureus* represent two pathogenic bacteria which can be carried by the human head louse.' The ability of the head louse to transmit disease such as typhus or relapsing fever is another issue Simon has not explored.

The February, 1998, "Consumer Reports," article: "Your Health, A Modern Scourge, Parents Scratch Their Heads Over Lice," states the following: "But a child with a severe infestation will be distracted and uncomfortable from the itching and may develop swollen lymph glands in the neck and secondary scalp infections from scratching." According to Pollack and Kiszewski

(1997), children and adults infested with pediculosis "may suffer from itching, lose sleep, have a shortened attention span, and be depressed. The louse's saliva can sensitize people to their bites, thereby exacerbating the irritation." "Excoriations and crusting caused by secondary bacterial infection are common and often associated with regional lymphadenopathy" (American Society of Paediatrics, 1997). The "Lice-Buster Book," written by Lennie Copeland, raises the question of whether or not lice may be carriers of AIDS "because they do puncture the skin and their saliva enters the bloodstream." This question remains unanswered.

Furthermore, what concerns many parents, is the damaging effects of repeated chemical treatments on our children, in efforts to eradicate the problem of pediculosis. As the NPA indicates on its website: "Remember, these products are not mere shampoos, creams or lotions, they are pesticides." In agreement with this, Clore and Longyear (May 1990) state that the "'medication' is a pesticide." "Itching or mild burning of the scalp caused by inflammation of the skin in response to topical therapeutic agents can persist for many days after lice is killed...Topical corticosteroids and oral antihistamines may be beneficial" (American Society of Paediatrics, 1997). Moreover, the medical community neglects consideration of lice pesticide exposures as a contributing factor to numerous illnesses that range from rashes to seizures to behavioural changes to attention deficit disorders to cancer and ultimately, to death (NPA, 1997). The NPA further states that there is "tons of misinformation out there" and "don't let your family fall victim to it" ("Chemical Treatments for Head Lice are Not Created Equal," 1997). Likewise, "The NPA's warnings about the potential harm that can come from the misuse and abuse of pesticidal treatments has always been at the heart of its mission to protect the children"(NPA News Release, "ALL OUT, KOMB OUT!," September 2, 1997).

In outlining the significance of the problem of pediculosis, particularly in this area, at Millgrove School, on February 2, 1998, our parent volunteers found 18 cases of head lice, having checked 253 students or 7.11% of the school population. The NPA states that "an epidemic is considered to exist when 5% or more of the student body is infested."

Finally, the NPA maintains that whether or not we fully understand why pediculosis has become so prevalent, "we need to acknowledge that head lice is now a problem..."(1997).

Nit Removal As An Essential Component in the Treatment of Pediculosis

"The NPA approaches this public health problem of head lice from a public health perspective." Since its inception, this organisation has focussed on developing an answer to the question: "what is the most practical, realistic, safe and affordable method to enable families to take control..?" The NPA has concluded that an efficient, user-friendly, screening and combing tool "is the ultimate complement to whatever products individuals selected. Mechanical removal is" in its opinion, "the common denominator for success" (NPA, 1997).

Moreover, the removal of eggs, has several medical and social advantages. They are as follows:

1. the prevention of self-reinfestation precipitated by the survival and hatching of eggs;
2. the prevention of transmission to others, as a result of the movement to other heads of newly hatched nymphs during the week between the two treatments recommended by many pediculicide¹ manufacturers;
3. the elimination of, or at the very least, the reduction of the need for an automatic second treatment, most likely reducing further pesticide exposure;
4. the elimination of diagnostic confusion, thus minimizing unnecessary treatment;
5. improved hygiene and appearance, therefore reducing ridicule and rejection by others;
6. equalising the effectiveness of commercial products, allowing parents to focus on other factors: for example safety, price and availability; and
7. promoting prevention by encouraging parents to complete regular checks of their children (Altschuler and Kenney, 1988).

For further information to substantiate the importance of nit removal in the treatment of head lice, please refer to Appendix I which specifies quotes from various authorities on this issue. Appendix II, "Health Unit and Board Policies on Nit Removal in the Treatment and Control of Pediculosis," outlines views, with respect to nit removal, of numerous Public Health Units within surrounding areas that were contacted, in preparation for this presentation.

Despite all the evidence indicated above to the contrary, Nursing Services of the Hamilton-Wentworth Regional Public Health Department, henceforth referred to as HWRPHD, continues to state that nit removal is not necessary in the treatment of pediculosis. This body of officials bases its information on an article published by the Canadian Paediatric Society in 1996. I have contacted the author of this article, Dr. Noni MacDonald, leaving a detailed message as to my questions regarding her assertions, and she has not returned my call. I have engaged in

¹The definition of "pediculicide," according to The Random house College Dictionary, Revised Edition, dated 1984, "destructive to lice."

Pediculosis, The No Nit Policy and the Hamilton-Wentworth District School Board

discussions with the Canadian Paediatric Society on two occasions and most recently, had a lengthy conversation with one of its officials, specifically regarding this article. I stated my findings through telephone research within the past year on this topic and encouraged her to: a) have the Canadian Paediatric Society review its stance on the issue of nit removal in the effective treatment of head lice; and b) to have anyone from this organisation get in touch with me in this regard. At this point in time, no one has contacted me to discuss this issue.

I have had several telephone conversations with Ms. Dorothy Elliott, Supervisor of Nursing Services, regarding pediculosis and have faxed her much information which conflicts with her view that nit removal is unnecessary. Unfortunately, for the people of HW, Ms. Elliott continues to disregard the importance of this step in the successful treatment of pediculosis. An article published by the Hamilton Spectator, as recently as Monday, March 23, 1998, quotes Ms. Elliott on this topic and she does not mention nit removal with regard to head lice treatment and continues to quote the Canadian Paediatric Society, as her source of information. I have contacted the author of this Spectator article, Ms. Barbara Brown, to discuss the above and she mentioned that she would be attending this evening's meeting, as a Spectator reporter.

Pediculosis and the "No Nit" Policy

"From its inception the NPA has endorsed the No Nit Policy as an essential component of thorough lice control" (November, 1988). Moreover, where there is an active approach to pediculosis management, there is also "decreased incidence and transmission, reduced absenteeism, and financial savings for parents and school districts" (Clore and Longyear, 1990).

What Is A "No Nit" Policy?

According to the NPA, the "no nit" policy embodies a three-pronged approach:

- (1) the removal of ALL lice, lice eggs and egg cases following the application of a pediculicide agent;
- (2) the exclusion of a child from a school, camp or daycare setting until such treatment has been completed; and
- (3) community education to make certain that parents understand the reason for the policy, their role in its implementation and their degree of accountability to which they will be held responsible (1997).

What Are The Advantages of a "No Nit" Policy?

Having a "no nit" policy in place, makes the diagnostic process for pediculosis less subjective. A screener does not need to determine whether or not nits are viable. If nits are present in a child's hair upon screening or rescreening, the child is then dismissed for treatment or follow-up. Administratively speaking, a "no nit" policy, returns the responsibility of lice control to parents, "who rightfully own it in the first place". Parents must be educated as to the policy and its expectations. This then creates a "climate of accountability." Parents then follow ongoing measures of prevention through routine checks of their children and engage in the safest and most thorough treatment possible when the need arises. This furnishes an environment of "mutual assurance" whereby the screeners are confident that the "parents are doing everything possible, and the parents, in turn, are reassured that the child re-enters a school that supports the most comprehensive program possible"(Altschuler and Kenney, 1988).

Referring to Appendix II, you will find that numerous Boards of Education, adopt "no nit" policies with regard to pediculosis control. Two of these Boards, have hired a specific person to manage the pediculosis control program whereas the other Boards operate head lice management programs by adopting a school-to-a-school implementation model with principals having ultimate responsibility and the use of trained volunteers. Please note that contact persons for both the School Boards and Health Units, are also provided for future reference.

What Is The Legal Basis For The "No Nit" Policy?

In our pursuit of a "no nit" policy within this region, the question has been raised by some, as to the legal stance of excluding children from school. This is truly not an issue for any of the Boards that I have contacted that have a "no nit" policy in place. To substantiate this claim, please refer to Appendix III, which is a memorandum to Directors of Education and School Principals from Bernard J. Shapiro, Deputy Minister, Ministry of Education, dated July 20, 1988 and Appendix IV, "Standard Procedure, Pediculosis (Head Lice)," revised December 11, 1997, from the Toronto Board of Education. There are clearly a number of sections in the Education Act to which this issue pertains.

Does A "No Nit" Policy Reduce The Incidence Of Pediculosis In Schools?

If you were to ask this question to Ms. D. Elliott, Supervisor, Nursing Services of the HWRPHD, she would answer that there is no data to support such a claim. However, with the current information available on the topic of head lice, one might assume that in an environment where no nits are permitted, the incidence of head lice would be lower. To address this issue empirically, a number of School Boards and Health Units have been contacted and asked to provide, if possible, some details regarding their pediculosis statistics. The following is a brief outline of the findings.

Within the two School Boards operating a pediculosis control program, managed by a Public Health Nurse, the former Etobicoke Board found 857 cases out of 40,000 students, during the 1996/1997 school year or 2.14% of the student population. The former York Board of Education, on a routine September, 1997² screening found 45 cases of pediculosis out of 8,825 students from Kindergarten to Grade 6 or .51%. From September, 1997 to January, 1998, a Durham School, adopting a "no nit" policy, had 3 cases of head lice out of 660 students with two of these being the same child or .3% of the school population. Finally, a Peel School implementing a "no nit" policy had, during the 1996/1997 school year, 4 cases out of 485 students or a .82% incidence of the school population. In contrast to the figures above, please refer to Appendix V, "Millgrove Public School Pediculosis Statistics for the 1997/1998 School Year."

The incidence of head lice in the total school population, increased from 2.77% on October 20, 1997 to 7.11% ("epidemic" level, according to the NPA) on February 2, 1998. Parents were advised on February 4, 1998, that a "no nit" policy would be put into effect and were given two

² Please note that where a "no nit" policy is in place, one would anticipate the highest rate of pediculosis during the school year within the month of September, following the students' extended period away from the school environment.

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weeks to ensure that their children were nit-free. A recheck was completed on February 16, 1998, and the first exclusion forms were sent home. The week beginning March 9, 1998, a screening was completed and nits were identified in 6 children but trained volunteers considered that of these cases, only two were most likely "live." Hence, an incidence of .79% of the school population. Please note that in Class A, on February 2, 1998, there were 9 cases. Following the implementation of a "no nit" policy, this was reduced to 1 case. In a seven week time-frame, with the introduction of such a policy, the incidence of pediculosis at Millgrove School decreased from 7.11% to less than 1% of the student population. Unfortunately, we have encountered some non-compliance with parents and this most certainly has had an impact on our more current statistics regarding cases of head lice. Referring to Class A which now has two families not complying with the newly instituted "no nit" policy for our school, the class incidence has increased from 1 case on March 13, 1998, to 4 cases on March 30, 1998. Adopting an across-the-board "no nit" policy would ensure compliance, as per the relevant sections of the Education Act. This would result in a significantly reduced incidence of pediculosis at Millgrove School and all other schools within the HW region.

Other Pediculosis Issues

There are many other issues with respect to pediculosis that are all too often overlooked. There is the time factor for families in the successful treatment of head lice and also the financial burden, purchasing chemical treatments and other treatment alternatives. An issue which many do not even consider, is that of the effects of pediculosis on the development and socialisation of our children, as well as the effects on their families.

Children with nits, said Geraldine Shepperson, Ph.D., become social pariahs. 'Nobody wants to be with them in school. Parents don't want their children to associate with them. They develop very poor self-esteem. When we clean those children's heads up and give them a no nit bill of health, we all help them to feel better about themselves and to be accepted again' ("Support for a 'No Nit' Policy," 1991).

Some children within the Millgrove School population, do not engage in play at each others' homes because of this ongoing threat. Children are advised not to engage in head-to-head contact with their friends during play and school and recreational activities must be modified to prevent transmission of head lice. There are children who do not partake in certain activities, recreational or otherwise because of the participation of others infested with head lice. There is the social effect on both those that are continually infested and those that may or may not have acquired pediculosis. Additionally, there is the influence on the self-esteem of those children of Millgrove, as indicated above, who have lived with the consequences of having such parasites, their eggs and nits in their hair, reportedly for years. Many of the children who have developed head lice on one or more occasions and their families, live in constant fear of a reoccurrence while those families that have not yet experienced pediculosis, are concerned about the ever present possibility. More than one mother has sadly reported that the fear expressed by her child, is almost to the point of paranoia. There is no doubt that the continual presence of pediculosis at Millgrove School is not only anxiety-provoking but also generates anger by those that have experienced lice in their homes, as well as, those that do not wish too.

Conclusion

"Preventing head lice is a parental responsibility as well as a school duty" (Clore and Longyear, 1990). According to the NPA, "...no school, camp or child care centre is complete without a protocol for addressing pediculosis. In fact, many administrators are now recognizing this responsibility..." The "no nit" policy however, is not without some controversy. In our area, this would be for two main reasons:

1. It is evident that there are parents within this region that do not accept full responsibility in ensuring the health and well-being of their children, as well as that of their peers and their families; and
2. Our Public Health Department when compared with many other Health Departments in surrounding areas, appears to be sadly misinformed on this topic and currently not willing to update its information.

Despite the above, greater conflict may arise when there is no clear policy at all and no one fully understands the issue or their role in the prevention of pediculosis (Altschuler and Kenney, 1988). With the superior combing tools that are now available, "nit removal is not an unrealistic goal..." When parents are educated and encouraged to screen their children regularly at home, cases of pediculosis can be identified in their early stages before "they reach outrageous proportions" (NPA, 1997).

The spirit of the No Nit Policy is clearly not punitive, but, rather, beneficial to the entire community. It encourages explanation and therefore understanding of pediculosis. It promotes greater accountability on the part of parents and thus simplifies the administrative task of health professionals (Altschuler and Kenney, 1988).

To assist the HWDSB in developing and implementing a "No Nit" Policy, I have added to this presentation, a copy of the NPA's "Child Care Provider's Guide to Controlling Head Lice" and the policies and procedures, currently in place, at a number of School Boards within the surrounding area. Additionally, you have been previously given, pediculosis control program information released by the former School Boards of Etobicoke and York.

Communities are most successful in controlling the problem of pediculosis when appropriate personnel, such as School Board Members, Superintendents, Community Health Officials, Nurses, Physicians, School Principals, Teachers and Parents are involved in the development of the policy in this regard (Clore and Longyear, 1990).

With the recent amalgamation of the Hamilton and Wentworth School Boards, we, the concerned parents of this region, urge the HWDSB to establish a "no nit" policy now, so that we

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may send our children to school each day, confident that they will not likely acquire pediculosis from their academic environment.

Finally, this presentation entitled: "Pediculosis, The No Nit Policy and the Hamilton-Wentworth District School Board, will end with the following quote:

"A consistent and sound management policy sends a message that there is an overall standard of good health for children in that community" (Community Health Roundtable, "Pediculosis," 1991).

Thank you in advance, for your serious consideration of this issue..

Presented on behalf of the concerned parents of the Hamilton-Wentworth region by:

Wendy L. Teed

Millgrove Parent and Member of The Millgrove School Advisory Council

Appendix I: Nit Removal As An Essential Component in the Treatment of Pediculosis

Source	Date	Quote
"The 'No Nit Policy:' What is it and Why Do We Need It?" NPA	November, 1988	"...no commercial remedy on the market today is 100% ovicidal (egg killing). Treatment with these products alone will result in a hatch rate ranging from 5% to 30 %, reinforcing the need for nit removal."
"The NPA Celebrates A Better Lousetrap" NPA News Release	September 2, 1997	"...the false notion that it isn't important to remove nits..." "No wonder we are not winning the battle against head lice like we should! The devices that many parents have been using to remove nits are not effective..."
"ALL OUT KOMB OUT!" NPA News Release	September 2, 1997	"...if we are serious about controlling pediculosis, it is vital to advocate conscientious lice and nit removal." "The manual or mechanical removal of lice and nits from the hair is crucial no matter what treatment regimen is chosen." "Families must be encouraged and enabled to get back to basics by combing, cutting, pulling and picking." "None of the products have ever killed all of the nits."
NPA	1997	"Save your time and energy for what will benefit you most, delousing the individual."
"Help Is Here!" NPA	September 2, 1997	"Manual removal is crucial." "There is more to treating head lice than killing the bug. Mother Nature glued nits to the hair for a reason!!" "Manual removal is the best option whenever possible, and especially when treatment products have failed."

Pediculosis, The No Nit Policy and the Hamilton Wentworth District School Board

Source	Date	Quote
"10 Steps to Keep Head Lice and Their Eggs Out of Your Child's Hair" NPA	1997	"... 7. Remove all nits."
"Pediculosis: Treatment and Resistance"	1986	"...other areas which must be addressed by the medical community include: ...(2) the importance of nit removal as an integral component of treatment."
"Comprehensive Pediculosis Screening Programs for Elementary Schools"	May, 1990	"Therefore, nit removal appears to be the only defence school systems have to control transmission and reinfestation."
"The Lice-Buster Book, What to Do When Your Child Comes Home with Head Lice"	1996	<p>"Because NO lice treatment kills 100% of the nits, it is important to remove each and every nit to prevent them from hatching and reinfesting the child or family again."</p> <p>"Nit removal is the most vital step."</p> <p>"Do the best you can manually removing all lice and nits..."</p> <p>"Just remember this: remaining nits may hatch. If just one male and one female survive, they will breed and you will have to go through the whole procedure again."</p>
"The New England Journal of Medicine"	June 21, 1984	<p>"...use of these products without subsequent nit removal can easily allow self-reinfestation, necessitating the second treatment often recommended. Product manufacturers are finally acknowledging the need for nit removal, by encouraging development of effective combing tools to insert in their packages."</p> <p>"We believe that lice management has also been ineffective in this country, and that current epidemic-level outbreaks reflect the failure of health professionals to recognize that total treatment includes nit removal."</p>

Pediculosis, The No Nit Policy and the Hamilton Wentworth District School Board

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Source	Date	Quote
Pollack and Kiszewski	November, 1997	"Mechanically removing lice and nits is the most effective but time-consuming method."
Canadian Pharmaceutical Association	1996	"Directions for Use of Nix Creme Rinse: ...7. Remove nits... The nit removal procedure should be repeated daily for the 7 days following treatment."
Consumer Reports: "Your Health"	February, 1998	"But shampoo is only the first step. Far more vital to a permanent cure is the tedious business of daily nit removal" "Your vital next step - to find and remove every nit from your child's head - is the most effective measure. 'The bottom line is comb and comb...'" "Mechanical removal is more certain than chemical killing." "Repeat this ritual every night for a few weeks, to make sure you've found every nit, including new ones laid by any live lice that you can't see. That's what Beverley Carter believes finally ended her family's attacks. She removed nits for two weeks, and eventually they were all gone..."
"A bit of nitpicking helps in the treatment of lice" Toronto Star	April 3rd, 1998	"After treatment with any lice product, the nits remain on the hair shaft. To remove them, you'll have to rely on 'nitpicking' or thoroughly combing the hair with a fine-toothed comb to remove the nits."

Pediculosis, The No Nit Policy and the Hamilton Wentworth District School Board

Source	Date	Quote
"Parents, Beware: We May be Entering the Era of the 'Mutant Ninja' Louse" The Toronto Star	November 14, 1997	"My advise is ... to pick the nits religiously." "...picking nits is as important as ever to guarantee no live eggs hatch and reinfest the child." "...has patients treating head lice successfully with 2 applications of a 50-50 oil and vinegar solution, then combing out all the nits and lice." "...petroleum jelly, applied at night for a few nights in a row and combined with combing and nit-picking, gets rid of lice." "...that means using head lice treatments exactly as directed on the package... Then pick all of the nits out of your child's hair."
"Superlice bug schoolkids" The Globe and Mail	Saturday, March 7, 1998	"...the only way to eradicate the persistent lice is to pick the tiny nits out of children's hair one by one..."
Public Health Nurses of the HWRPHD, in partnership with three Hamilton-Wentworth Boards and Olsten Health Services.	1997	"How do I get rid of all the eggs? The shampoo will not kill all the eggs. Slide each egg off hair using your thumbnail and fingernail..."
Community Health Roundtable, Pediculosis "Support for a 'No Nit' Policy"	September 1991	"...removal of ALL nit casings gives greater assurance that the child will not return to school with viable nits and spread the infestation."

Appendix II: Health Unit and Board Policies on Nit Removal in the Treatment and Control of Pediculosis.

Health Unit			School Board			
Area	Contact	Treatment Policy Includes...	Area	Contact	Policy	Execution
Durham	F. Gillis *723-8521	Removal of nits	Durham	E. Neundorf *666-5500	"No Nit"	School
East York	T. Willekes **461-8136	Removal of nits	East York (former)	J. Lovell **396-2015	N/A	School
Etobicoke		Removal of nits	Etobicoke (former)	K. Pettit **394-7487	"No Nit"	Pediculosis Co-ordinator
Wellington- Dufferin- Guelph	B. Lewis ***821-2370	Removal of nits	Guelph	R. Brown ***822-4420	"No Nit"	School
Halton	T. Noonan *825-6000	Removal of nits	Halton	B. Smith *335-3663	Readmitted Following Treatment	School
Hamilton- Wentworth	D. Elliott *628-4644	Nit removal not necessary	Hamilton (former)	*397-9290	Not supportive of "No Nit"	School
North York	S. Diachun **395-7600	Removal of nits	North York (former)	C. Botham **395-8427	"No Nit"	School
Peel	E. Lam *791-7800	Removal of nits	Peel	J. Mason *890-1010	"No Nit"	School

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Pediculosis, The No Nit Policy and the Hamilton Wentworth District School Board

Health Unit			School Board			
Area	Contact	Treatment Policy Includes...	Area	Contact	Policy	Execution
Scarborough	H. Hamilton **396-4228	Removal of nits	Scarborough (former)	S. Bate **396-7100	"No Nit"	School
Toronto	D. Berry **392-0962	Removal of nits	Toronto (former)	G. Duncan **393-8387	"No Nit"	School
York	R. Schenke **394-2847	Removal of nits	York (former)	R. Schenke **394-2847	"No Nit"	Pediculosis Program Co- ordinator

* 905 Area Code
 ** 416 Area Code
 *** 519 Area Code

Appendix III: Ministry of Education Memorandum

Ministry of Education Memorandum



Ontario

Ministry
of
Education

(416) 325-2132

2nd Floor
Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2

Ministère
de
l'Éducation

2^e étage
Bâtiment Mowat
Queen's Park
Toronto (Ontario)
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MEMORANDUM TO: Directors of Education
School Principals

FROM: Bernard J. Shapiro
Deputy Minister

DATE: July 20, 1988

SUBJECT: Pediculosis (Head Lice)

Under the Health Protection and Promotion Act, Boards of Health or their counterparts are mandated to provide programs relating to the prevention of disease and the protection of health. Boards of Health or their counterparts consider head lice to be a nuisance and not a health hazard.

The Ministry of Health will provide education programs on the identification, treatment and control of pediculosis, as well as printed information. The Effective Management and Control of Head Lice, published by the Ministry of Health, outlines the responsibility of the teacher, the principal and the parent. This publication, which is available from the Boards of Health or their counterparts, encourages the development of a cooperative, coordinated plan and procedure at the local level. This type of local responsibility is most appropriate for dealing with problems such as cyclical infestations of head lice.

Control of head lice is ultimately a family concern. Encouraging families to take responsibility, and educating them in prevention and control can be done in partnership with Boards of Health or their counterparts.

Pupils, whose parents support their withdrawal from school for treatment purposes, may be excused from attendance at school under clause 20 (2) (b) of the Education Act. Clause 236 (m) is also available to principals where circumstances warrant its use. Principals may, by exercising their duty under clause 236 (j) of the Education Act, cite clause 23 (1) (f) of Regulation 262 which requires pupils to be clean in person and habits.

Where, in the opinion of the principal, a pupil should be excused from attendance at school under clause 20 (2) (b) of the Education Act, and the parents refuse to withdraw him/her for treatment, the principal may, under subsection 23 (1) of the Act, suspend the pupil for conduct injurious to the physical well being of others in the school.

Although there may be occasions when it will be necessary for principals to suspend pupils, it is expected that suspensions will be imposed only in extreme circumstances. Communication with parents in encouraging their participation and cooperation will be the most effective method in dealing with this issue.

Bernard J. Shapiro



Appendix IV: STANDARD PROCEDURE
PEDICULOSIS (HEAD LICE)

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5. Consequence of Non Compliance by Parent/Guardian(s)

If a parent/guardian refuses to provide treatment, the Principal may after encouraging parent/guardian(s) to participate and co-operate with the school exercise authority to excuse a child from school derived from the common law duty of care and the Education Act (see Ministry letter July 20, 1988 (SP-REF-7) and Toronto Board Policy and Procedures on Pediculosis, 1997(SP-REF-8):

1. Part II - School Attendance

21.(2) When attendance excused

(b) A child is excused from attendance at school if the child is unable to attend school by reason of sickness or other unavoidable cause.

2. Part X - Teachers

265. Duties of Principal

(j) It is the duty of a Principal of a school, in addition to his duties as a teacher, (Care of Pupils and Property) to give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school, to the care of all teaching materials and other school property, and to the condition and appearance of the school buildings and grounds;

(m) subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the Principal's judgement be detrimental to the physical or mental well-being of the pupils;

3. Regulation 298 - Requirements for Pupils

23.(1) A pupil shall,

(f) be clean in person and habits.

Where a parent or legal guardian refuses to cooperate with the Principal and refuses to withdraw the student to provide for the necessary treatment of the head lice, the Principal may suspend the pupil.

Education Act

Part I School Attendance

23.(1) Suspension of Pupil

A Principal may suspend a pupil for a fixed period, not in excess of a period determined by the board, because of persistent truancy, persistent opposition to authority, habitual neglect of duty, the wilful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well being of others in the school and, where a pupil has been suspended, the Principal shall notify forthwith in writing the pupil, the pupil's teachers, the pupil's parent or guardian, the board, the appropriate school attendance counsellor and the appropriate supervisory officer of the suspension, the reasons therefore and the right of appeal under subsection (2).

Appendix V: Millgrove Public School Pediculosis Statistics for the 1997/1998 School Year

	Class A		Class B		Total School	
	#	%	#	%	#	%
October 20th, 1997	2	9%	1	3%	7	2.77%
December, 1997	2	9%	4	14%	13	5.14%
January 5th, 1998	4	18%	2	7%	8	3.16%
February 2nd, 1998	9	41%	4	14%	18	7.11%
March 9-13, 1998	1	5%	0	0%	6 ³	2.37%
March 30th, 1998	4	18%	1	4%	8	3.16%

³Two of these cases were considered to have "live" nits by trained volunteers. This reduces the incidence of lice to .79% of the school population.

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THE NATIONAL PEDICULOSIS ASSOCIATION'S

Child Care Provider's Guide to Controlling Head Lice

CHILD CARE PROVIDER'S GUIDE

Pre-school children and their parents face many new challenges as they begin their first experience in a group setting. One of these challenges is the risk of children contracting head lice and the use of chemical treatments.

Young children are most vulnerable to infection and the dangers associated with abuse of head lice treatments. For this reason, child care providers should establish a head lice management protocol, including a No Nit Policy.

Lice management cannot depend upon the claims of any one product. Both parents and staff must be held to a high standard of accountability. Conflict arises where there is no clear policy in place in the child care program.

Accurate information can help prevent, as well as control, outbreaks and minimize the need for crisis intervention.

ESTABLISH A HEAD LICE CONTROL POLICY.

- A. Communicate your policy to your staff and teach them how to properly identify lice (insects) and nits (lice eggs).
 1. Staff members should understand the reason for enforcing a head lice policy.
 2. Staff should be prepared to respond to children's and parents' questions.
- B. Communicate your policy to parents.
 1. When their child is enrolled, provide parents with your written policy and educational literature on prevention, detection and treatment of head lice, such as the NPA *Dear Parent Letter* and *No Nit Policy*.
 2. Parents should understand how the policy will help protect the group as well as their own children.
- C. Announce regularly scheduled screening dates and send reminders the day before.
 1. Notify parents in advance of additional screenings whenever possible.
 2. Outline the child "send home" and "return" policy.
- D. Reinforce your efforts by encouraging parents to make lice inspection part of their routine hygiene at home.

TEACH SCREENING PROCEDURES.

- A. Inspections should be done with disposable screening sticks. Look for nits—tiny, yellowish-white oval eggs firmly attached at an angle to the hair shaft. Contrary to some claims, nits found more than a quarter inch from the scalp are not necessarily dead. Viable nits can be found anywhere on the hair. The diagnosis is made more often by seeing the attached nits than by finding crawling lice.
- B. Watch for lice. They are about the size of a sesame seed, usually brown, and move quickly away from light.

- C. Be sure not to confuse nits with hair debris such as desquamated epithelial cells (DEC plugs) (bright white irregularly-shaped clumps of dandruff stuck to the hair shaft), or haircasts (elongated segments of dandruff encircling the hair shaft). Children who have been over-treated with lice treatments often have these symptoms, which may confuse diagnosis.
- D. Check the entire scalp. Nits may be found throughout the hair.

EMPHASIZE PREVENTION.

- A. Promptly inform all parents of a case of head lice. Here is a sample letter to parents:
 "A case of head lice has been reported in your child's group. Head lice continues to be one of the most prevalent communicable childhood diseases among American children, and outbreaks are possible wherever children gather. Screen your child regularly and notify us immediately if head lice are detected. We can teach you how to check your child for head lice. Working together helps protect all children, including your own. Thank you for your cooperation."
- B. Alert those who are at greatest risk from the use of pesticides:
 1. Women who are pregnant or nursing should avoid exposure and contact their physicians before administering treatment to themselves or to their children.
 2. Children under two years of age should be treated by manual removal of lice and eggs.
 3. Patients with pre-existing conditions, on medication or with open wounds, epilepsy, asthma, or lice in their eyebrows or eyelashes should consult their physician. (Never use a pesticide on or near the eyes.)
- C. Advise against treating anybody who is not infested. Do not recommend prophylactic treatment. No treatment will prevent a child from getting head lice.
- D. Strongly discourage the use of products containing lindane. Lindane is a prescription lice product. This pesticide ingredient is potentially more toxic and has been associated with adverse reactions ranging from seizures to death.
- E. Inform parents that none of the commercially available products kills 100% of the nits.
- F. Based on increasing reports of possible insect resistance on a national level, the NPA advises parents to discontinue the use of lice products at the earliest sign of treatment failure. **MANUAL REMOVAL IS THE BEST OPTION WHENEVER POSSIBLE AND ESPECIALLY WHEN TREATMENT PRODUCTS HAVE FAILED.** At least two people looking at the same time on the same head when screening for live lice is recommended as lice shy away from light and move quickly.
- G. Warn against the use of lice sprays. Using lice sprays on bedding, furniture and carpets is unwarranted, and may pose personal health and environmental hazards. (Pets do not harbor head lice.) Recommend vacuuming as the safest and most effective alternative to spraying.

TO CONTROLLING HEAD LICE

When dealing with head lice outbreaks, experts used to suggest "bagging" objects that couldn't be washed. Vacuuming is sufficient. Parents should know to save their energy for that which benefits them the most: thorough nit removal.

INSPECT YOUR FACILITY.

- A. Coats and hats should be hung separately and spaced so they do not touch. Lice do not hop, jump or fly, and cannot crawl between coats if the spacing is adequate.
 1. Hats should be tucked into coat sleeves.
 2. Do not allow coats to be piled up.
- B. Children should not share clothing or headgear.
- C. Review your policy on dress-up corners. Dress-up is a valuable play activity, but it can also be risky for head lice outbreaks. We recommend discontinuing dress-up corners or replacing clothing with disposable (paper) articles if possible.
- D. Sleeping mats or towels brought from home should be individually labeled and stored in separate cubbies and sent home frequently for washing.
 1. Parents should supply a duffle-type bag to put mats and blankets in to prevent contamination. Ideally, such items should be laundered or vacuumed regularly.
 2. Carpeted areas should be vacuumed as often as possible.
- E. NEVER use "pest extermination" services for head lice. Buildings do not get head lice, people do. Vacuum only.

DETERMINE POST-OUTBREAK PROCEDURES.

- A. Notify parents and arrange for the entire group to be screened as soon as possible. The NPA suggests that post outbreak screenings be conducted as close to dismissal time as possible in order to minimize disruption.
- B. Infested children should be prepared for pick-up with a minimum of fuss. When the parent arrives, he or she should be given the treatment instruction letter. Explain that the child may return as soon as he or she is free of lice and nits.
- C. Send home a note to all the other parents alerting them that lice have been found within the group. Remind them to check their children carefully each day for the next few weeks and to continue checking as part of routine hygiene.
- D. Be prepared to re-examine the infested children upon their return. Children who still have nits should be sent back home for nit removal. If only a very few "missed" nits are discovered upon re-examination you may complete the nit removal at that time and allow the child to stay.
- E. Sleeping blankets and towels should be laundered. Carpeted surfaces should be vacuumed frequently at all times. Anything that cannot be washed can be vacuumed.

F. Be prepared to deal with distraught parents.

1. Reassure parents that head lice do not necessarily reflect unsanitary households or neglected children. Learning that your child is being sent home due to head lice infestation can be distressing, and can provoke feelings of shame or panic.
2. Be prepared to explain points in the NPA *Dear Parent Letter* and answer questions. Parents who have experienced prior infestations may feel unable to cope with a recurrence.
3. Warn against overtreatment for children with repeated infestations. Encourage manual removal.

PREVENT NEW OUTBREAKS.

- A. Review prevention procedures with staff, and consider steps that may not have been regularly observed, such as separation of sleeping mats, coats and hats.
- B. Remind children of the importance of not sharing headgear or personal articles.
- C. Remind parents of the importance of regular checking as part of routine hygiene.

A NO NIT POLICY CALLS FOR:

- The removal of all lice, eggs (nits) and egg cases;
- The exclusion of a child from a school, camp or child care setting until such measures have been accomplished;
- Community education to ensure that parents understand their responsibilities under the No Nit Policy.

ADVANTAGES OF A NO NIT POLICY

- Encourages home screening
- Eliminates diagnostic confusion between hair debris and actual nits
- Helps prevent self-reinfestation and transmission
- Reduces or eliminates the need for subsequent treatment

GUIDE DEVELOPED BY:

NATIONAL PEDICULOSIS ASSOCIATION, INC.

P.O. Box 610189, Newton, MA 02161
(617) 449-NITS • www.headlice.org

PENNSYLVANIA CHAPTER, AMERICAN ACADEMY OF PEDIATRICS EARLY CHILDHOOD EDUCATION SYSTEM (ECELS)

Healthy Child Care Pennsylvania
919 Conestoga Road, Building 2, Suite 307
Rosemont, PA 19010

(610) 520-9123 • www.voicenet.com/NPAAAP/

FOR MORE INFORMATION ON:

- Lice • Scabies
- To reach our NPA office

Call: 617-449-NITS

.....

TO REPORT:

- Lice and Scabies Outbreaks
- Adverse Reactions to Products
 - Treatment Failures

Call our toll-free number

1-800-446-4NPA

NPA

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5b-40
**STANDARD PROCEDURE
PEDICULOSIS (HEAD LICE)**

D-9

Page 1 of 3
Last Revised December 11, 1997

1. General Information on Pediculosis

Pediculosis (Head Lice) is a common nuisance and is easily transmitted. While working in groups in class or during play, students sometimes put their heads close together, or they share such items as hats, combs, and hair brushes. Pediculosis is not caused by a lack of cleanliness. It does not cause disease. It can be controlled. Nevertheless, it remains a common concern.

2. Responsibility of the Principal

In Elementary Schools:

2.1 The Principal will during the first week of school in September:

2.1.1 provide the staff with "Facts about Head Lice" document or translations which are available from the Board's Department of Physical and Health Education;

2.1.2 outline the Board's policy and procedures for Pediculosis.

2.2 The Principal will, before the end of September:

2.2.1 communicate through the first newsletter of the school year to the parent/guardian(s);

or

2.2.2 write and send a letter to the parent/guardian(s) (sample letter in SP-D-Form-6);

or

2.2.3 communicate about pediculosis (see the Pediculosis Policy, 1996) at the first meeting with parent(s)/guardian(s) in the school year.

and

in all cases above, include:

2.2.3.1 the "Facts about Head Lice", and "A Message to Parents about Head Lice" documents;

2.2.3.2 a reminder to take responsibility to check the hair of their child(ren);

2.2.3.3 a reminder to inform the Principal if parent(s)/guardian(s) suspect that their child has Pediculosis.

2.2.3.4 a request that everyone co-operate by administering effective home treatments and volunteering to assist in checking of students for head lice and/or nits.

SAMPLE LETTER TO PARENTS/GUARDIANS - GENERAL INFORMATION

(DATE)

Dear Parent/Guardian(s):

One of our concerns each year is the incidence of head lice (pediculosis), especially among the younger school age children, who are most often affected.

Head lice show no preference for any particular group of people. It has nothing to do with how clean you are or how long your hair is.

Head lice can spread quickly when a group of children have close contact both within and outside school. Children should be taught at home not to share combs, brushes, hats, headbands, jackets, helmets, bedding, etc. as this can contribute to the spread of head lice.

Head lice do not cause health problems, but they can be a nuisance if not eliminated completely. Special medicated shampoo usually works well, but unless everyone with head lice is found and treated, the problem keeps coming back.

To combat this problem, we need your help. Please check your child's head once every week. If you find any head lice or nits (eggs), obtain from your pharmacist a medicated head lice shampoo. Make sure that directions for usage are carefully followed. Finding and treating head lice early will stop your child from getting a bad case and stop the spread of head lice to other children. Please inform the Principal if, on checking your child's head, you find lice or nits, and the treatment you used.

Prevention of head lice is everyone's responsibility. Prompt action and co-operation will help to reduce the discomfort and nuisance caused by these parasites. We will inform you if anyone in your child's class gets head lice. **In the meantime, look for head lice on your child's head as a weekly routine.**

SAMPLE LETTER TO PARENTS/GUARDIANS - GENERAL INFORMATION

(DATE)

Dear Parent/Guardian(s):

One of our concerns each year is the incidence of head lice (pediculosis), especially among the younger school age children, who are most often affected.

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Prevention of head lice is everyone's responsibility. Prompt action and co-operation will help to reduce the discomfort and nuisance caused by these parasites. We will inform you if anyone in your child's class gets head lice. **In the meantime, look for head lice on your child's head as a weekly routine.**

SAMPLE LETTER TO PARENTS/GUARDIANS - CHILD SUSPECTED OF HEAD LICE

(DATE)

Dear Parent/Guardian:

Head lice continues to occur in our school community. Thank you for your help in controlling this common problem.

In check _____ head today, lice/nits were found in the following area _____. Head lice are a common problem which is easily transmitted among children. It is not caused by lack of cleanliness, nor is it a health hazard, but it can be a nuisance.

To prevent other children from getting head lice, we must ask that you treat your child with head lice medicated shampoo or rinse and remove all the eggs (nits) before sending your child back to school.

Every detection and treatment help prevent the spread of head lice. If you need more information, please call your doctor, pharmacist, the Public Health Department, naturopath, homeopath, herbalist or the school.

Please complete the bottom section of this letter and have your child return it to the school office when she/he returns to school.

Sincerely,

Principal

*Please check other siblings.

Please complete and return the following portion of this letter to the school



I/We are treating our child _____ with _____
(name of treatment)

I/We have personally checked and removed any signs of nits so that there is no remaining evidence of head lice. I/We will continue to check for nits for the next 10 days.

Signature of Parent/Guardian_____
Date

NO LONGER A

DRAFT DOCUMENT

DRAFT

TORONTO BOARD OF EDUCATION

POLICY AND PROCEDURE ON PEDICULOSIS (HEAD LICE)

A. INFORMATION

Pediculosis (head lice) is a common nuisance and is easily transmitted among young children. While working in groups in class or during play, they put their heads close together, or they share such items as hats, combs and hair brushes. *It is not caused by a lack of cleanliness. It does not cause disease. It can be controlled.* Nevertheless, it remains a common concern.

By providing information to parents/guardians, the school can play an important role in reducing embarrassment they may feel about discovering head lice in their child's hair. Appendix A, "*Facts About Head Lice*" can be copied for distribution to all parents/guardians. The Public Health Department's "*A Message to Parents About Head Lice*", Appendix B, will help them to know what to look for when examining their child's head and is available in 13 languages. Appendix A describes the important treatment procedures.

Outbreaks of pediculosis in school occur most often after children return to school from vacations: in September, in January and in March. The major responsibility for safeguarding the health, safety and well being of the child lies with the parent/guardian. If a child is infested with head lice, it is their responsibility to provide treatment and take precautions in the home to prevent transmitting head lice to other members of the family.

B. POLICY AND PROCEDURES(1) Information to Staff

During the first week of school in September, the Principal shall provide to staff:

- ♦ "*Facts About Head Lice*", Appendix A
- ♦ school procedures for dealing with a student suspected of having head lice, based on this policy and procedures
- ♦ Secondary Principals will provide information on an as needed basis

Information to Parents/Guardians

Preferably in June, and before the end of September, the Principal communicates with the parents/guardians about head lice in an initial newsletter, writes a separate letter or as a topic on the agenda of the first meeting. (See Appendix C for a sample letter). The need for awareness about and prevention of head lice should include the following items:

- ♦ "*Facts About Head Lice*" Appendix A

- ♦ "A Message to All Parents About Head Lice", Appendix B
- ♦ the responsibility of the parent/guardian to check their child's head: if something is found, they inform the Principal
- ♦ the need to co-operate with the school to help get rid of the head lice by administering effective home treatment and by volunteering to assist in the health and safety check of students.

A video, "Head to Head with Lice", is available for use with parents/guardians and staff.

In January, and after the March break, a general reminder of the cyclical nature of head lice infestation should be included in school newsletters.

Information to Students

At an appropriate time in the school year, the Principal requests the classroom teacher to inform students about head lice, how it spreads and how to avoid an infestation.

II. Student Identified as Having Head Lice

- (a) at the discretion of the Principal, efforts will be made to avoid student contact and to avoid embarrassing the student.
- (b) the Principal will inform the parents/guardians that the student has head lice. The student will take home (or via an older sibling) a letter (Appendix D), the bottom portion to be returned to the school once treatment has been administered. A copy of the information and treatment should be included. (Appendix A+B)
- (c) the parents/guardians of other students in the classroom are to receive a letter advising them of the situation. (Appendix E)
- (d) the student with head lice will be re-admitted to class on presenting a signed letter from the parent/guardian that treatment is being administered and that there is no remaining evidence of head lice. (Appendix D)

- (e) at the completion of the treatment and removal process a further check of the student will be made at the school.

III Further Action

If a parent/guardian, after being directed by the Principal to provide treatment, refuses to take the steps necessary to remove the lice and nits, the Principal should follow the directive outlined in the Ministry of Education memorandum dated July 20, 1988 (Appendix F). The Education Act makes provision for excusing and suspending a student from school; the appropriate references to the Education Act are shown in Appendix G.

Although there may be occasions when the Principal finds it necessary to refuse to re-admit a student, it is expected that this action will be taken only in extreme circumstances, where the parent/guardian has not treated the condition. Communication with parents/guardians encouraging their co-operation will be the most effective method of dealing with this issue.

IV Other Suggestions

The Principal should keep the School Superintendent informed regarding action taken about head lice. Active parent volunteers may be asked to help train other parent volunteers in the management of head lice and the screening process.

Where many students in a class or the school are suspected of having head lice, the Curriculum Superintendent can assist by hiring a nurse on an hourly basis.

FACTS ABOUT HEAD LICE

What to Look For

The tiny fat insects have no wings and cannot jump or fly. Head lice live and breed on the hair of the head. They are only 1-2 mm long, greyish-brown in colour, and hard to see. Adult female lice produce a great many nits.

Nits are very tiny eggs, half the size of a pinhead, and oval in shape. They may look like dandruff but they are firmly glued to the hair and can't be flicked off. Head lice do not live long and their nits do not hatch away from the warmth and humidity of the scalp.

Itching and scratching are common signs of head lice. Sometimes there are no symptoms at all. Because other scalp conditions also cause itching, the best way to check for lice is to look for nits. Act quickly if you find them.

How to Get Rid of Head Lice

1. Treating head lice requires two treatments a week apart. It is important to remove the nits every day between treatments.
2. Get a head lice shampoo, cream rinse or lotion from your drugstore. You don't need a prescription. Ask your druggist if you have any questions. (Head lice products do not prevent head lice. Use them only when lice or nits are present.) Or contact a homeopathic clinic, a naturopathic clinic or an herbalist for an appropriate treatment.
3. If you are pregnant or breastfeeding and need treatment for lice, before choosing a product consult your physician or telephone the Motherisk Program at the Hospital for Sick Children in Toronto at (416) 813-6780. If you are treating other people, wear plastic or rubber gloves.
4. Consult your doctor before choosing a product:
 - ♦ for treatment of children under age 2
 - ♦ if lice are discovered on eyebrow, eyelashes or beard
 - ♦ if the skin or the scalp is broken or infected.
5. When choosing a product, read the list of contents and the directions very carefully. Don't use a product if the person being treated is allergic to any of its ingredients. In Ontario the most

common head lice products contain pyrethrins, permethrin or lindane.

Sometimes head lice resist one product. If this happens, try another followed by the second treatment a week later. Continue to remove the nits daily.

6. When using a head lice product:

- ♦ Timing is important. If the product is rinsed off too soon, lice and nits may not be killed. If left on too long, you are causing unneeded exposure to the lice-killing chemicals.
- ♦ Rinsing a child's hair under a tap (instead of a shower) will limit skin exposure and prevent the child from swallowing some of the product.
- ♦ These products should not be used near the eyes, nose or mouth. A towel held tightly over the eyes protects them during treatment.
- ♦ When treating another person, wear plastic or rubber gloves to avoid unnecessary exposure to the product.
- ♦ Wash your hands well immediately after using a head lice product.
- ♦ Store unused head lice products away from the reach of young children.

7. Second Treatment

- ♦ Apply a second treatment in one week to kill any newly-hatched lice before they can lay eggs. (Repeat the treatment once only). Continue to remove nits daily.
- ♦ After the second treatment and removal of the nits check the head twice a week for four weeks to make sure all lice and nits are gone.

To Remove Nits

Head lice products kill many of the nits (eggs) but one treatment usually does not kill all nits. Removing the nits after treatment makes it easier to see any new infestations.

- ♦ Bright natural light helps you to see the nits better.
- ♦ Comb the hair with a fine toothed or steel comb designed for head lice to remove snarls, then take hold of a lock of hair. Use your thumbnail against your first finger to strip the nits from the hair starting from the roots right down to the tips. Place the nits in a bag. Pin back that lock of hair and continue until all nits are removed. Try to remove the very tiny eggs laid right next to the scalp.

Close Contacts

Follow-up of close contacts is very important. Check the heads of all family members. Also tell others such as grandparents or babysitters. All affected persons should be treated at the same time.

Cleaning Personal Items

Extra housecleaning and use of insecticide sprays are not needed. However, you will probably want to wash combs and brushes, headgear, pillow cases and towels in hot water. The heat of the water or the hot cycle of your clothes dryer will kill any live lice and nits.

Points to Remember

- ♦ An untreated source among close contacts is a common reason for reoccurrence.
- ♦ Head lice do not live on dogs, cats or other animals, only on humans.
- ♦ Discourage children from sharing hats, scarves, combs, hair accessories and helmets.
- ♦ Keeping hair short will not prevent head lice.
- ♦ Check young school-age children regularly for head lice; more often if there is an outbreak.

**METROPOLITAN TORONTO HEALTH UNITS
HEAD LICE PROGRAM FOR SCHOOLS/DAY CARE
POLICY**

This policy is formulated to provide school boards and day care with a common policy agreed upon by all Metropolitan Toronto Health Units. Local option refers to actions that the health unit may take in their own municipal jurisdiction. *

GOAL

To assist parents, children, school staff in the control of head lice.

Identification

Public health staff will provide training for screening and identification of head lice to parents, school and for daycare staff, volunteers and others on request.

Education

Health unit staff will provide educational programs to students, school staff and parents on the management of head lice on request.

* **Exclusion/Re-Admission to School**

It is the responsibility of the principal to exclude and re-admit students to school. Health units recommend that infested children be sent home at lunch or after school (to avoid embarrassment and stigmatization).

Pamphlets/Information

Health units will provide schools, daycares and other community groups with their own literature and/or provincial Ministry of Health literature. Some may provide information in other languages.

LOCAL OPTIONS

Medication

Public health units may provide free medication to families in need.

Use of Volunteers/Parents

Health units may train volunteers/parents in the management of head lice.

Home Visits

Health unit staff may make visits to homes or other locations (e.g. daycare or group) to provide individual counselling regarding persistent cases.

January 25, 1992

POLICIES & PROCEDURES MANUAL

Scarborough Board of Education



**Student and Community
Services Department**

Binder Section: 8.04

Date: January 20, 1997

Supersedes: October 21, 1993

PROCESS TO ADDRESS PEDICULOSIS IN SCARBOROUGH ELEMENTARY SCHOOLS

The following plan has been developed for responding to suspected incidences of pediculosis (head lice) in Scarborough's elementary schools:

1. The principal/designate will deal with a suspected individual(s) based upon the information reported to the principal/designate and will make the decision to send the child home for treatment by the family.
2. If there are students/families with repetitive pediculosis due to non-compliance, family problems or inadequate finances preventing the purchase of medicated shampoo, the public health nurse may be asked to consult with the school staff, to develop an action plan to intervene with these families/students (intake line: 396-4228).
3. If there is an outbreak of pediculosis or any critical problem, the principal may consult the public health nurse or the appropriate program manager for advice.
4. Public health nurses can provide orientation to parent volunteers, preferably in groups. A pediculosis video is available from the Health Department along with other information and material.
5. Inservice to school staffs and students may also be given by public health nurses when requested.
6. The attached sample letters for parents have been jointly prepared by the Scarborough Boards of Health and Education.

Appendix A: Letter to all parents in elementary schools regarding parental responsibility for head lice in their children.

Note: Each September a copy of the letter in Appendix A should be sent home to the parents.

Appendix B: Letter to the parent of a child suspected of head lice.

Appendix C: Letter to the parents of children in the classroom of a child who is suspected of head lice. This letter is to be sent once the infestation is confirmed.

7. The Health Department's "Head Lice" pamphlet may accompany the letter in Appendix C, but must accompany the letter in Appendix B.

STUDENT AND COMMUNITY SERVICES DEPARTMENT

56-53

APPENDIX A

Dear Parents:

One of our concerns each year is the incidence of head lice (pediculosis), especially among the younger school age children who are most often affected.

Head lice show no preference for any particular group of people. It has nothing to do with how clean you are or how long your hair is.

Head lice can spread quickly when a group of children have close contact both within and outside school. Children should be taught at home not to share items such as combs, brushes, hats, headbands, jackets, helmets, bedding, as this can contribute to the spread of head lice.

Head lice do not cause health problems, but they can be a nuisance if not eliminated completely. Special medicated shampoo usually works well, but unless everyone with head lice is found and treated, the problem keeps coming back.

To combat this problem, we need your help. Please check your child's head once every week. If you find any head lice or nits (eggs), please notify the school promptly and immediately obtain from your pharmacist a medicated head lice shampoo. Make sure that directions for usage are carefully followed. Finding and treating head lice early will stop your child from getting a bad case and stop the spread of head lice to other children.

Any child found to have head lice will be excluded from school until the first shampoo treatment has been completed and nits are cleared.

We will inform you if anyone in your child's class gets head lice. In the meantime, look for head lice on your child's head as a weekly routine.

E.G. Campbell
Director of Education
Scarborough Board of Education

Zofia M. Davison, M.D., D.P.H., F.R.C.P. (C)
Medical Officer of Health
City of Scarborough

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APPENDIX B

Dear Parents:

We suspect your child has head lice (pediculosis). Head lice are a common problem which can affect anyone, but seem to occur most often in children. They do not cause health problems, but they can be a nuisance if not eliminated completely. Lice spread quickly from head to head when there is close contact with other children during activities both within and outside school, or by sharing items such as hats, brushes, combs, rags or bedding.

To stop other children from getting head lice, we must exclude your child from school until a head lice shampoo has been used, and all nits (eggs) have been removed. All affected children will be excluded from school until treated, to prevent spread to other children. In this way, we hope to combat the problem in the school as quickly as possible.

Please read the following instructions about treatment and control carefully:

1. Read the enclosed pamphlet about head lice. It tells you how to find lice and nits and how to treat them.
2. Check your child's head for lice or nits and treat your child with one of the suggested head lice shampoos, carefully following the instructions that come with it. You can buy these shampoos at the drug store. The pharmacist can answer any questions you may have about the shampoo.
3. Check everyone who lives in the house for head lice and nits. Treat them with the medicated shampoo if you find anyone else affected. Do not use the shampoo if you do not find lice or nits.
4. Wash all clothes, towels, bedding, hats, scarves, coats, brushes, combs used in the last week by your child or anyone else who is affected, in hot soapy water. Things that cannot be washed should either be dry-cleaned or treated as instructed in the head lice pamphlet.

If you have any further problems, contact your family physician.

E.G. Campbell
Director of Education
Scarborough Board of Education

Zofia M. Davison, M.D., D.P.H., F.R.C.P. (C)
Medical Officer of Health
City of Scarborough

Enclosure

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APPENDIX C

Dear Parents:

We want to let you know that some children in your child's class at school are suspected of having head lice. Head lice are a common problem that can affect anyone, but seem to occur most often in younger school children. They do not cause health problems, but can be a nuisance if not eliminated completely. Lice spread quickly from head to head when there is close contact during activities both within and outside school, or by sharing items such as hats, brushes, combs. Special head lice shampoo usually works well, but unless everyone with head lice is found and treated, the problem keeps coming back. Anyone can be affected - it has nothing to do with how clean you are or how long your hair is.

To get on top of this problem, we need your help. Please read the following instructions about treatment and control carefully:

1. Under a good light, separate the strands of the hair, look for the nits that cling to the hair from the root to the end of the shaft. Pay particular attention to the areas behind the ears and at the nape of the neck. Nits are usually within an inch of the scalp.
2. The nits are white, oval shaped, and are glued very firmly to the hair. They can only be removed by using a fine-toothed metal nit comb or with the finger nails. It is usually the nits which are first noticed.
3. The head louse is grayish, somewhat oval in shape, about four millimetres in length and about half as wide as it is long. It has six legs. It is not often seen.
4. If you find any head lice or nits, treat your child with one of the head lice shampoos, carefully following the instructions that come with it. You can buy these shampoos at the drug store. Make sure you understand the directions for use. If not, ask the pharmacist.
5. Check everyone who lives in the house for head lice or nits. Treat them with the head lice shampoo if they are affected. Do not use the shampoo if you do not find head lice or nits.
6. If your child has head lice, wash all clothes, towels, bedding, hats, scarves, coats, brushes, combs used in the past week by your child or anyone else who is affected, in hot soapy water. Things that cannot be washed should either be dry-cleaned or put in a hot clothes dryer for 20 minutes. Items that cannot be washed or dry-cleaned can be placed in an air-tight plastic bag and stored for two weeks. Vacuum the furniture, bed and rug.

If you have any further problems, contact your family physician.

E.G. Campbell
Director of Education
Scarborough Board of Education

Zofia M. Davison, M.D., D.P.H., F.R.C.P. (C)
Medical Officer of Health
City of Scarborough

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Head Lice (continued)

**Things Parents Can Do
(cont'd)**

- Remove nits from hair after treatment by running hair strands between your thumb and finger nail. Put the nits in a bag, tie it up and throw it out.
- Consult your physician about whether to repeat the treatment or what other steps to take if live lice or new nits are found at least seven days after the first treatment.
- If anyone in your family has head lice, do the following on the same day that you give the treatment:
 - Collect all clothes, towels and bed linens used by the person with head lice in the last two days. Wash these items in hot water and dry in a dryer at the hottest setting.
 - Clothes that cannot be washed may be dry cleaned or put in a clothes dryer at the hottest setting for at least 20 minutes.
- Put pillows in a clothes dryer at the hottest setting for at least 20 minutes.
- Clean combs and brushes by soaking them overnight in the head lice treatment. Never share combs, brushes or hats.
- Vacuum carpets, mattresses, upholstered furniture and car seats thoroughly.
- Check all family members daily for the next two weeks.
- Avoid using insecticide sprays to get rid of lice; they may be harmful to people and pets.
- If your child has head lice, treatment must be given and nits removed before he or she returns to school.
- Consider establishing a regular routine of checking your children for nits. This could be done, for example, when shampooing hair.

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PEEL BOARD OF EDUCATION

OPERATING PROCEDURES FOR ENVIRONMENTAL HEALTH AND SAFETY IN BOARD FACILITIES

SECTION 2: PROCEDURES - SCHOOL SERVICES

SUBSECTION 2.26.3 COMMUNICABLE DISEASES: PEDICULOSIS

Appendix A: Checklist for Pediculosis OutbreakAppendix B: Enclosure for School Newsletter - PediculosisAppendix C: Parent Alert letter - PediculosisAppendix D: Exclusion Letter - PediculosisAppendix E: Form - Pediculosis

PEDICULOSIS: THE PRESENCE OF HEAD LICE OR THEIR EGGS (NITS).

ROLE OF THE PRINCIPAL

- to ensure that all staff are aware of the characteristics of pediculosis and the school procedures/expectations in this regard
- to identify those who are suspected of being infested (Resources: Community Health Nurse, pamphlets, etc.)
- to ensure that the parents of students with an infestation are notified of the infestation and the recommended treatment - Appendix B & D.
- • to exclude from school students who have an identified infestation, Appendix D
- to ensure that students identified are nit free before re-admission
- to notify, in writing, all parents of children directly concerned in the school where an infestation has been confirmed, to alert them of the potential problem - Appendix C
- to review pediculosis concerns with outside resource people as required e.g. school photographer suggesting the same comb/brush not be used for all students, and
- to ensure that, if parents are involved in the examination of students' hair, a communications plan/process is in place to address discretion and confidentiality of identified students before the examinations begin
- see Appendix A for School Checklist

*NOTE: Should a parent refuse to withdraw their son/daughter for treatment purposes, the principal may suspend the pupil for conduct injurious to the physical well being of others in the school. Although there may be occasions when it will be necessary for principals to suspend pupils, it is expected that suspensions will be imposed only in extreme circumstances. Communication with parents to encourage their participation and cooperation will be the most effective method in dealing with this issue.

ROLE OF THE TEACHER

- to be aware of the symptoms which might indicate an infestation of head lice among students
- to identify and report suspected infestations of head lice or nits to the school principal

- to actively promote preventative practices to avoid further infestation

ROLE OF THE PARENT

- to be aware of the symptoms which might indicate an infestation of head lice
- to identify infestations of head lice and inform the school
- to ensure that proper and full treatment is taken
- to complete the form in Appendix E, once treatment is completed.

RE-ADMISSION OF STUDENTS

Students may be admitted after proper applications of the required treatment, and REMOVAL OF ALL NITS. Students will not be readmitted until they are nit free.

It is recommended that:

- an examination be made of the child upon their return to school and prior to their return to class
- if any doubt exists that the child is not clear, then assistance may be sought from the Health Department in ensuring that the child is clear
- in cases where it is not apparent that the child has been properly and fully treated, the C.H.N. may conduct a home visit for assessment and health teaching

RELATED INFESTATIONS

- Body Lice
- Scabies

The role and actions of both school and health department personnel remains the same as outlined in the case of pediculosis. These outbreaks occur with a very low frequency in schools. The Peel School Health Manual contains the specific descriptions and directions regarding each type of infestation. In the case of scabies only, it is important to note that a doctor's certificate MUST be provided for a student's re-admission to school.

RESOURCES

Resources and materials are continually being produced to assist schools and parents. The community health nurse has an updated list of these materials. The Peel Health Department has provided the Peel Board of Education with written material that can be used with both staff and parents. These are included in the Appendix portion of this Operating Procedure and in the Peel School Health Manual.

APPENDIX A

SCHOOL CHECKLIST FOR PEDICULOSIS OUTBREAK

- Verify the reported infestation(s) of lice.
- Check the siblings, close friends and classmates of the infested child(ren).
- Send home a "letter of exclusion" to the parents of children who have been identified with lice. Appendix D is the "letter of exclusion" and is suitable for photocopying directly onto school letterhead.
- Send home a "letter of alert" to the parents of classmates of the infested child(ren). Appendix C is a "letter of alert" and is suitable for photocopying.
- Ask the children of the infested classroom to take home their personal belongings for a thorough washing.

- Once treated, the child(ren) should be examined, to ensure that all the nits have been removed, before being allowed to return to the classroom.

APPENDIX B

HEAD LICE

FACT SHEET

HEAD LICE ARE A NUISANCE BUT NOT A HEALTH HAZARD They do not result from a lack of cleanliness.

Anyone can get head lice. School children get them more often because they are in head-to-head contact more than adults. However, parents and other adults can get head lice from children. Head lice crawl quickly from one person's head to another and multiply rapidly.

WHAT TO LOOK FOR:

These tiny, flat insects have no wings and cannot jump or fly. They are only one-two mm long, grayish brown in colour, and hard to see. Adult female lice produce a great many nits.

Nits are very tiny eggs, half the size of a pinhead, and oval in shape. They may look like dandruff but they are firmly glued to the hair and cannot be flicked off. New eggs, which are laid right next to the scalp, are tan to brown in colour and difficult to see. White nits more than 1 cm from the scalp have likely hatched or died. Head lice do not live long and their nits do not hatch away from the warmth and humidity of the scalp.

Itching and scratching are common signs of head lice. Sometimes there are no symptoms at all. Because other scalp conditions also cause itching, the best way to check for lice is to look for nits. Act quickly if you find them.

HOW TO GET RID OF HEAD LICE:

1. Treating head lice requires two treatments one week apart.
2. Consult your doctor before using a product if:
 - a. Your children are under age two
 - b. Lice are discovered on eyebrows, eyelashes or beard
 - c. The skin of the scalp is broken or infected
3. If you are pregnant or breastfeeding and need treatment for lice, be sure to check with your doctor or telephone the MotherRisk Program at the Hospital for Sick Children in Toronto at (416)813-6780, before choosing a product.
4. Buy a head lice shampoo, cream rinse or lotion from your drugstore. You do not need a prescription. Ask your pharmacist if you have any questions.

HEAD LICE PRODUCTS DO NOT PREVENT HEAD LICE. USE THEM ONLY WHEN LICE OR NITS ARE PRESENT.

5. Read the list of contents and the directions very carefully.

Do not use a product if the person being treated is allergic to any of the ingredients. Sometimes head lice resist one product. If this happens, try another followed by a second treatment one week later. Do not over-treat. Please consult your doctor, pharmacist or community health nurse if you have questions.

6. When using a head lice product:

- a. Leave the product on the hair for the time indicated in the directions. If you leave the product too long, you are causing unneeded exposure to the lice-killing chemicals. If removed too quickly, the product may not be effective.
 - b. Rinse hair under the tap (instead of the shower) to limit skin exposure and to prevent children from swallowing the product.
 - c. Hold a towel tightly over the eyes to protect them during treatment.
 - d. Wear rubber or plastic gloves to avoid unnecessary exposure to the product.
 - e. Wash your hands immediately after using a head lice product.
 - f. Store unused head lice products away from the reach of young children.
7. Second Treatment:
- a. Apply a second treatment in one week to kill any newly hatched lice before they can lay eggs.
 - b. After the second treatment and removal of the nits, check the head twice a week for four weeks to make sure all lice and nits are gone.

TO REMOVE NITS:

Head lice products kill many of the nits but one treatment usually does not kill them all. Removing the nits after treatment ensures that any living nits do not hatch on the head. It also makes it easier to see any new infestations.

- Bright natural light helps you to see the nits better.
- Comb the hair to remove tangles. Take hold of a strand of hair. Use your thumbnail against your first finger to strip the nits from the hair shaft starting from the roots right down to the tips. Place the nits in a plastic bag. Pin back that strand of hair and continue until all nits are removed. Try to remove the very tiny eggs laid right next to the scalp.
- You can also comb out the nits holding a fine-tooth comb on a downward angle. This is easier if a conditioner is used after the treatment (but avoid after the use of NIX). Some plastic or metal fine-tooth combs work better than others.

CLOSE CONTACTS:

Follow-up of close contacts is very important. Check the heads of all family members. Also tell others such as grandparents or baby-sitters. All affected persons should be treated at the same time. Tell the school, day-care centre, and sports or other children's groups so the parents can be told to check their children's heads. Also, tell the parents of all your child's friends in order to prevent the spread and protect your child from being reinfested.

CLEANING PERSONAL ITEMS:

Extra housecleaning and use of insecticide sprays are not needed. However, you should wash combs and brushes, headgear, pillowcases and towels in hot water. The heat of the water or the hot cycle of your clothes dryer will kill any living lice or nits.

POINTS TO REMEMBER:

- An untreated person among close contacts is a common cause of recurrence of head lice.
- Head lice do not live on dogs, cats or other animals, only on humans.
- Discourage children from sharing hats, scarves, combs, hair accessories and helmets.
- Keeping hair short will not prevent head lice.
- Check young school-age children regularly for head lice, more often if there is an outbreak.

For more information please call your

Community Health Nurse at Health Line Peel at

791- 7800, ext. 7401

Produced by the Region of Peel Health Department

APPENDIX C**PARENT ALERT LETTER**

Dear Parent/Guardian:

A case of pediculosis (head lice) has been identified in your child's classroom. This is not a cause for alarm. Pediculosis is not considered a health problem because it is not a carrier of a communicable disease.

However, head lice multiply quickly and can spread from person to person easily. It is not associated with age, sex, race, social class or hygiene. Anyone can get lice. Therefore to prevent its spread, we request that you be alert for pediculosis in your family. Watch for persistent itching and scratching of the scalp and examine the hair of all family members.

Head lice are tiny wingless insects with flattened bodies. They are about 1/8 inch long and can take on the colour of the hair to which they are attached. As a result, they are very difficult to see.

More easily seen are the eggs or nits. Nits are oval shaped, silvery, yellowish white, and often mistaken for dandruff. They often lie very close to the scalp especially behind the ears and at the nape of the neck and are firmly attached to the hair shaft.

If pediculosis is identified, then information regarding treatment can be obtained from your pharmacist, family doctor or the Peel Health Department. Please notify the school if you discover an infestation.

Even if pediculosis is not found at this time, it is recommended that you continue to inspect your family's hair weekly. Other means of prevention include:

- encouraging children to keep their hats and scarves inside coat pockets and sleeves
- discouraging children from sharing combs, brushes, hats, scarves or hair accessories
- tying long hair in ponytails or braids

Your cooperation is an important part of the efforts being made to completely control the spread of pediculosis in our school.

Thank you.

APPENDIX D**EXCLUSION LETTER FOR PUPILS WHO HAVE PEDICULOSIS**

Dear Parent/Guardian:

Your child is being excluded from school because Pediculosis (head lice) has been discovered on his/her scalp. Head lice outbreaks among school age children are common. However, they can be controlled and reinfestations can be prevented by carefully completing the following instructions.

1. Don't panic! Examine the hair and scalp of ALL family members in a well lighted area. Part hair in small sections and inspect the whole head.

Head lice are tiny wingless insects with flattened bodies. They are about 1/8 inch long and can take on the colour of the hair to which they are attached. As a result, they are very difficult to see.

More easily seen are the eggs or nits. Nits are oval shaped, silvery, yellowish white, and often mistaken for dandruff. They lie very close to the scalp especially behind the ears and at the nape of the neck and are firmly attached to the hair shaft.

2. Treat all persons affected with a specially medicated shampoo available at drug stores. NOTE: follow manufacturer's directions exactly.
3. Remove all nits from the hair shaft using a fine-toothed comb, tweezers, or fingers. All nits must be removed before re-admission to school.
4. Wash all brushes, combs, barrettes or hair ornaments with the medicated shampoo.
5. Wash, in hot water, all items the affected person(s) has come in contact with; i.e. clothing, jackets, hats, linen, pillows, toys (dry clean items that cannot be washed).
6. Vacuum all carpeting and upholstered items that the affected person comes in contact with; i.e. carpets, sofas, chairs, mattresses, car upholstery.
7. Notify the school that proper treatment has taken place BY RETURNING THE TOP PART OF THE ATTACHED FORM on the day your child returns to school, and the BOTTOM HALF after the second treatment has been given.
8. Prevent re-infestations. Examine your child's head regularly. Itchy heads are often a first sign. Teach your child not to share combs, brushes, hats, scarves, etc.

If you require further information or assistance in dealing with this problem, please contact your pharmacist for recommended treatment.

*At least two treatments are mandatory within a 7 day period. In some cases, further treatment may be required 1-3 weeks later.

Sect 2.26.3
Approved 1995
Revised 1997

APPENDIX E

FORM

PART I

Name of Student: _____

Please check off the following and return this sheet with your child:

- Did you use special lice shampoo from a pharmacy?

Yes _____ No _____

- Please indicate the name of the shampoo.

- Were other household members checked and treated?

Yes _____ No _____

- After shampooing, did you remove all nits from your child's hair?

Yes _____ No _____

PARENT: SIGNATURE _____ DATE _____

PART II

TO BE RETURNED ON THE 8TH DAY FOLLOWING INITIAL TREATMENT.

Name of Student: _____

Please check off the following and return this sheet with your child.

- How many times did you use the special lice shampoo within a 7 day period? _____

- Were other household members treated at the same time? Yes _____ No _____

- After shampooing, did you remove all nits from your child's hair? Yes _____ No _____

PARENT: SIGNATURE _____ DATE _____

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Page 3 of 12

Listings for P

6. Suggested memo for learner handbook (where applicable)

DATE: JANUARY, 1994
AUTHORITY: Superintendent of Program & Educational Services
REVISED:

PROCEDURES TO FOLLOW WHEN A CASE OF PEDICULOSIS IS FOUND

1. Exclude learner from class.
2. Contact Pediculosis Co-ordinator at 394-7487, who will respond to the situation.
3. If unable to contact Pediculosis Co-ordinator and lice is positively identified, the principal should --
 - a) exclude learner from class.
 - b) given learner the blue exclusion form, leaving the appointment time blank and arrange for learner to be sent home,
 - c) give learner the pink "Instructions to Parents" letter.

The Pediculosis Co-ordinator will follow up the excluded learner and do class screening as soon as possible. The excluded learner will be readmitted when she/he is found to be "nit-free".

PEDICULOSIS CO-ORDINATORS

The Board of Education for the City of Etobicoke employs a full time Registered Community Health Nurse, (presently being job-shared), to administer the control of pediculosis (head lice) and to assist principals and teachers to educate learners in matters related to pediculosis and its control.

It is important to understand that any person can become infested with head lice and the infestation has nothing to do with the cleanliness of one's self, clothing or home. Head lice are very contagious through the sharing of clothing, towels, hats, scarves, headphones, etc. They cannot jump or fly.

The health care aides carry out their mandate by:

- responding to the request for assistance from either principals or parents to carry out screening for pediculosis.
- notifying parent(s)/guardians(s) by either home visit or telephone when pediculosis has been identified and providing them with the required information and direction.
- screening learners on their return to school to ensure that treatment has been completed and they are nit (egg) free.
- assisting principals and teachers to provide educational programs for the control and prevention of head lice including the preparation of written material in required languages.
- providing individual learners and their families with counselling on the prevention and treatment of pediculosis.

For learners of the Board of Education for the City of Etobicoke assistance is available by calling 394-7487.

[Back to the Handbook](#)

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Appendix 4

GUIDELINES FOR CLASSROOM SCREENING FOR HEAD LICE

EQUIPMENT

1. (a) Disposable wooden applicators e.g., wooden skewers, orange wood sticks.
or
(b) Antiseptic handwash.
2. 2 paper bags marked clearly: a) clean (supplies)
b) used (for disposal)
3. Pencil and paper to record name(s) of child(ren) who require further follow-up.
4. Good lighting, preferably by a window or under a bright lamp.

SCREENING PROCEDURE

1. Wash hands thoroughly prior to proceeding to the classroom.
2. Hair may be separated with fingers or disposable wooden applicators.
3. (a) When using wood applicators use two fresh applicators for each child.
(b) When using fingers / gloves use antiseptic handwash after checking each child.
4. (a) Using the applicators or fingers, part the hair in small sections going from one side of the head to the other.
(b) Give special attention to the hair near the scalp, behind the ears, around the nape of the neck, eyebrows and top of the head.
(c) Observe the skin for signs of irritation, such as scratch marks and reddened areas.
(d) Place used applicators in paper bag for disposal.
(e) Wash hands with hot water and soap or antiseptic handwash after screening each class.
5. Record the child's name if head lice and/or nits are found or if an infestation is suspected i.e. scratch marks, reddened areas

NOTE:

1. The principal, day nursery operator/designate will make all decisions on appropriate procedures for exclusion and re-admission.
2. Confidentiality among staff and volunteers, in both school/day nursery and community is of utmost importance.
3. Efforts should be made to ensure parents/guardians know how to manage headlice.
- 4. When a child is not able to be readmitted to school, inform the parent of the reason (i.e. live lice and/ or the presence of nits only). Provide appropriate advice.

A C T I O N I T E M S

BUSINESS COMMITTEE
1998 04 09

From the 1998 02 05 Minutes of the Committee of the Whole**18. BARTON SCHOOL COUNCIL RE RENOVATIONS**

A. Greenleaf provided a brief overview and then called on P. Gillie who reviewed the rationale for the recommendation before the members. With the direction from LEIC for an Accommodation Committee Report by March 1998, P. Gillie affirmed that plans are underway to establish the Board's Accommodation Committee with the expectation that the 1998 Budget will be finalized in June 1998. She conceded that the uncertainty of Ministry funding continues to hamper the decision about the renovations earlier scheduled for Barton School.

Expressing concerns with the recommendation in the report and her intent to expedite the renovations,

It was moved by L. Peddle: That the status of the renovation of Barton Secondary School be reviewed and referred to the appropriate Committee immediately following the confirmation of the 1998 Stub Year Budget.

When a trustee suggested the motion could further delay the process; L. Peddle assured the members that was not her intent.

A. Greenleaf noted that the position of Superintendent of Operations would not be filled until the March Break and this could delay the process if any further review was required. The officials recognized that the critical issue at this point is the Stub Year funding; as such, the capital project priorities will be addressed as soon as the information from the Ministry becomes available. He noted this is expected to occur by end of February.

One trustee expressed concern with the word "review" in the motion, stating that this conveyed an extensive project is underway. Caution about fast-tracking on major renovations without close consideration of the financial ramifications of the project was urged since such action could place the Board in a compromised situation, as had occurred in the past.

When asked for his perception of the intent of the motion, D. Grant affirmed that his understanding of the motion was that although the project is considered a high priority item and there is a need to expedite the process, there is clear intention to hold the review and referral to the appropriate Committee until after the 1998 Stub Year Budget information is confirmed.

At this point in the meeting, B. Wallace called the question and it was **Carried unanimously.**

The motion was put to a vote and was **CARRIED UNANIMOUSLY.**

ADJOURNMENT:

**It was moved by H. Bullock: That the meeting adjourn, this being done at 11:00 p.m.
CARRIED.**

rt

#7

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director.

Signature: *Don Grant*

Date: 1998.04.07

TO: Allan Greenleaf, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
Lucy Veerman, Acting Senior Financial Officer

DATE: April 9, 1998

RE: Capital Projects

Recommended Action:

Moved by _____, seconded by _____.

Be it resolved that:

The Hamilton-Wentworth District School Board approve the proposed capital projects as set out in the attached Appendices dated April 9, 1998.

Rationale:

The 1998 Stub Year Budget approved by the Board on March 24, 1998, includes an allocation of \$ 3,134,550 for capital projects. Details of these projects are listed in the following appendices:

Facilities Renewal Program	\$ 1,884,711	Appendix A
Other Capital Projects	1,249,839	Appendix B
	\$ 3,134,550	

School boards are responsible for ensuring that their facilities provide a safe environment for students, teachers and staff. The facilities are to be accessible by the physically disabled, are to be maintained in good repair and are to be energy efficient.

The Facilities Renewal Program is intended to assist The Hamilton-Wentworth District School Board in meeting this obligation. Projects under this program are to be submitted to the Ministry for approval by April 9, 1998. These projects are summarized in Appendix A.

Other capital projects proposed that the Board undertake during the stub period are summarized in Appendix B.

The Hamilton-Wentworth District School Board

Facilities Renewal Projects

April 9, 1998

Roof Replacement

Adelaide Hoodless	\$ 82,600
Centennial	84,538
Memorial	95,916
Westwood	60,000
Dr. J. Seaton	250,000
Flamborough Senior	140,000
Hill Park (west wing)	158,895
Westdale	218,000
	<u>1,089,949</u>

Roof Repair

Central Public	60,000
Green Acres	40,000
	<u>100,000</u>

Fire Safety

Replacement of fire alarm systems

Burkholder	7,000
Dalewood	15,000
Earl Kitchener	20,000
Glen Echo	11,000
Holbrook	13,000
Prince of Wales	15,000
Queensdale	11,000
Roxborough Park	15,000
Seneca	12,000
Sherwood Heights	10,000
Vern Ames	7,000
W. H. Ballard	25,000
Woodward	12,000
	<u>173,000</u>

Mechanical

Deferred maintenance in connection with energy management program (rooftop units)

Dalewood	100,000
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Underground Tank Program

Removal of buried oil tanks

Various sites	43,062
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Barrier-Free Access

Westmount - Installation of lift	100,000
Orchard Park - Automatic doors	10,000
Ancaster High - Automatic doors	10,000
	<u>120,000</u>

The Hamilton-Wentworth District School Board

Facilities Renewal Projects

April 9, 1998

Electrical

Installation of emergency exit lights in event of power
failure in compliance with fire code

Allenby	\$	16,000
Hillcrest		21,000
Lawfield		18,000
Linden Park		14,000
Lisgar		17,000
Pauline Johnson		20,000
Rosedale		10,500
Sherwood Heights		15,000
Westview		15,500
Westwood		17,500
		<u>164,500</u>

Masonry And Concrete

Adelaide Hoodless	25,000
Earl Kitchener	23,000
	<u>48,000</u>

Classroom Upgrade For Computer Installations

Allenby	1,200
Centennial	1,025
Central	875
Eastmount Park	1,925
Glen Echo	1,925
Gordon Price	1,000
Holbrook	1,150
Lloyd George	1,750
Norwood Park	1,225
Peace Memorial	2,500
Queen Victoria	1,250
Stinson Street	1,975
Viscount Montgomery	1,475
Woodward	1,925
	<u>21,200</u>

Site Drainage

Thornbrae	25,000
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Total Estimated Cost of Projects - Facilities Renewal Program \$ 1,884,711

A copy of the Ministry Memorandum - 1998 Facilities Renewal Program is attached.

The Hamilton-Wentworth District School Board

Other Capital Projects
April 9, 1998Asbestos Abatement

Various sites	\$	550,533
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Roofing

Sanford	30,000
Glendale - East/West Corridor	80,000
Sir John A. MacDonald	19,306
	<u>129,306</u>

Portables

90,000

Code Compliance

Westdale - Elevator	90,000
Westdale - Dust Collector	80,000
Unspecified	95,000
	<u>265,000</u>

Health & Safety

Mould Inspection	15,100
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Underground Tank Removal

Various sites	38,938
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Rewiring For Computer Labs

Various sites	67,000
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Accessibility

Various sites	80,000
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Other

To be determined	13,962
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Total Estimated Costs - Other Capital Projects

\$	<u>1,249,839</u>
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Memorandum To: Directors of Education

From: Drew Nameth

Date: March 12, 1998

Number: COGA98-2

Subject: 1998 Facilities Renewal Program

I am writing to provide your board with information about the Ministry of Education and Training's 1998 Facilities Renewal Program (FRP). School boards are responsible for ensuring that their facilities are maintained in good repair and for providing a safe environment for students, teachers and staff. Boards are also responsible for ensuring that their facilities are accessible by the physically disabled and are energy efficient. In the 1998 short year, the Facilities Renewal Program (FRP) provides \$60 million in provincial funding to assist boards in meeting these obligations.

Recently there have been reports about the presence of mould in portable classrooms. Boards may wish to use a portion of their FRP allocations for projects that address this issue.

As indicated in the January 15, 1998 Business Memorandum from Marc Godbout, Assistant Deputy Minister, Elementary/Secondary Operations and French-Language Education, \$60 million is being allocated amongst district school boards for school renewal and renovation projects that may be undertaken in the 1998 short year ending August 31, 1998. This amount being distributed to the district school boards includes the provincial grant and local share components which were required under the previous year's program. Boards may, but are not required to, supplement this amount with their own resources.

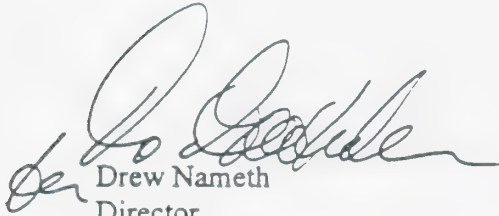
The January 15, 1998 B-Memo indicated that the 1998 FRP allocations would be similar to those announced under the 1997 program. Individual board grants are summarized in Table 1. These amounts are proportionate to the 1997 allocations, adjusted to reflect the new board structure by applying the factors that the Education Improvement Commission is using to distribute assets and liabilities between English and French language boards.

Similar to last year's program, boards are to identify projects that they wish to undertake with their FRP allocations before funds are released. Following review and approval of these projects, the boards' allocations will be flowed in two consecutive monthly payments. Cash flow for reports received by April 9, 1998 will be provided in May and June.

A second report documenting completed work is to be submitted by the end of August. Boards will also be required to demonstrate compliance with the FRP guidelines in their audited Financial Statements for the 1998 short year.

Should you require further information please contact Lygia Dallip in the Capital Grants Unit of the Capital and Operating Grants Administration Branch at 416-325-2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Nameth", written over the printed name.

Drew Nameth

Director

Capital and Operating Grants Administration

Encl.

**1998 FACILITIES RENEWAL PROGRAM
FOR SCHOOLS IN ONTARIO****A. INTRODUCTION**

School boards are responsible for ensuring that their facilities are maintained in good repair and for providing a safe environment for students, teachers and staff. Boards are also responsible for ensuring that their facilities are accessible by the physically disabled and are energy efficient. In the 1998 short year, the Facilities Renewal Program (FRP) provides \$60 million in provincial funding to assist boards in meeting these obligations.

Funding provided through the FRP is distributed among boards on a formula basis with each board receiving 100 percent funding from the province. Individual board grant entitlements for 1998 are summarized in the attached FRP Table 1.

B. CALCULATION OF GRANT

The January 15, 1998 B-Memo indicated that the 1998 FRP allocations would be similar to those announced under the 1997 program. Individual board grants are summarized in Table 1. These amounts are proportionate to the 1997 allocations, adjusted to reflect the new board structure by applying the factors that the Education Improvement Commission is using to distribute assets and liabilities between English and French language boards.

C. ADMINISTRATION OF THE PROGRAM & REPORTING REQUIREMENTS

Boards are free to utilize their allocations for projects meeting specified program criteria according to their own priorities. Generally Facilities Renewal Program funding is intended to be used to improve facilities used directly by students. The funds are not intended for use in financing projects on facilities which are used for administrative or ancillary purposes, or to improve rented or leased premises.

The following types of projects are eligible for funding support:

- repairs made to the fabric and structure of existing school buildings, including alterations required as a result of legislation administered by Ministries such as, Health, Labour, Environment or the Office of the Fire Marshall;
- renewal or replacement of building service equipment (e.g. electrical or mechanical systems) in existing schools;
- repairs and renovations to improve energy efficiency in existing schools;
- alterations and renovations to existing schools to enhance program delivery and to facilitate linkages with the Ontario Education Information Highway;
- renovations to existing schools to provide barrier-free access to all students and to facilitate the integration of students with special needs; and
- all associated work on utilities and site services at existing schools.

Recently there have been reports about the presence of mould in portable classrooms. Boards may wish to use a portion of their FRP allocations for projects that address this issue.

The funds are not intended to support the purchase of instructional equipment or furniture and furnishings, except in situations where these purchases complement a renovation project. In such a case, it is expected that the expenditures for furnishing and equipment would not exceed fifteen percent of the total project cost. Built-in furnishings and equipment and building systems equipment would be considered to be construction costs and would not negatively impact a project's equipment content.

It is essential that school boards and the Ministry of Education and Training (MET) be able to demonstrate that funds are used for the renewal of school facilities and that good value is being obtained with the taxpayers' dollars. Boards are encouraged to consult with student, employee, school councils, parent and community groups, as appropriate, in the selection of projects to be funded through the Facilities Renewal Program. Boards are also expected to implement processes to select consultants and contractors involved with these projects in a fair, competitive and open manner.

a) Conditions

Boards are advised that all work funded through the Facilities Renewal Program is to comply with all federal, provincial and municipal laws relating to construction and renovation projects. Boards must also comply with the Fire Code (Retrofit Section) when undertaking projects funded from this program. This code currently exempts boards from the requirement to renovate all existing buildings to comply with the code, but does not exempt boards from the need to comply with the Fire Code when renovations and alterations are made to existing buildings.

Boards are free to develop their own policies and procedures to ensure that the processes to select consultants and contractors are fair, competitive and open. Boards are advised, however, that ministry staff may request a copy of those policies and procedures.

On projects estimated to cost more than \$100,000, the contractor **must** be selected competitively through a public tender process. (This condition is consistent with the Management Board of Cabinet requirement for a competitive selection process to be held by all Ontario Government ministries awarding contracts in excess of \$100,000). Boards are advised that Ministry staff may request a report that documents the selection process.

Further, boards are to comply with the "Agreement on the Opening of Public Procurement for Ontario and Quebec" and ensure that in awarding contracts in excess of \$100,000 there is no discrimination against Quebec-based suppliers, contractors or goods and services. Please refer to the November 8, 1995 memorandum from Mariette Carrier-Fraser, former Assistant Deputy Minister of Elementary, Secondary, and Postsecondary Operations and French-Language Education and the November 21, 1997 memorandum from Peter Sadlier-Brown, Assistant Deputy Minister, Employment and Business Development Division, Ministry of Economic Development Trade and Tourism.

b) Reporting Requirements

Boards are requested to submit two reports to the ministry during the short year which would capture essential details regarding the program's performance and account for the use of the Facilities Renewal Program funding specified in FRP Table 1. These reports are identical to those used in previous years.

The Facilities Renewal Program reports are to be submitted on the attached form to the:

Capital Grants Unit
Capital and Operating Grants Administration Branch
Ministry of Education and Training
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2

Attention: Lygia Dallip

The first report is to be submitted as soon as possible so that the ministry analysis can be done and approval issued for boards to complete the work in a timely fashion. Reports received by the ministry on or before April 9, 1998 will ensure that funds are flowed in May and June 1998. The second report documenting the completed work is to be submitted at the end of August 1998. All work must be undertaken and completed during the January 1, 1998 to August 31, 1998 short year.

These reports have been designed to capture routine project information in a standardized format which can be easily updated as more accurate information becomes available.

It is recognized that the information that is provided with the first report will be based on projected data. This report, however, will provide the Ministry of Education and Training with information regarding which projects the board has chosen to fund from the allocation, and will

enable the ministry to ensure that funds are being utilized for the intended purpose. It will also facilitate the capture of anticipated expenditures on specific priority areas, such as facilities for persons with disabilities.

Written confirmation that Facilities Renewal Program funds may be used for each project (or in exceptional cases, that a project submitted is ineligible for funding) will be provided by the Director of the Capital and Operating Grants Administration Branch as soon as possible following receipt of the first report. This written confirmation will also include the payment schedule which will be used by the ministry to authorize the payment of provincial grant advances to the board.

It is recognized that boards may choose to modify their plans following their initial submission. This may entail discontinuing one or more projects, and/or substituting one or more new projects for those previously approved. In such situations, a revised report indicating the board's changes is to be submitted to the ministry.

As with the initial submission, written confirmation that Facilities Renewal Program funds may be used for the new project(s) (or in exceptional cases, that the new project(s) are ineligible for funding) will be provided by the Director of the Capital and Operating Grants Administration Branch as soon as possible following receipt of the revised report. No formal approval would be required for a board to undertake a reallocation of expenditures among previously approved projects, provided there is adherence to the eligibility criteria.

The second report, in August, will capture actual expenditures on eligible projects as well as program performance details for ministry records.

Boards are required to demonstrate compliance with the Facilities Renewal Program guidelines and requirements in their audited Financial Statements.

Each project funded through the FRP should be listed individually on the "Analysis of Capital Expenditure By Project" of the financial statements. It is expected that in the completion of a compliance audit for the FRP, auditors' examinations will follow the Audit Reports on Compliance with Agreements, Statutes and Regulations (Section 5815 - Special Reports) as issued by the Canadian Institute of Chartered Accountants.

The disposition, (or reallocation to other eligible projects) of funds which are not accounted for on the audit statement will require approval of the Minister (or delegate). If a board uses funds from the Facilities Renewal Program for any purpose which is not in compliance with the eligibility criteria, or for which a special exception has not been granted, these funds may be deducted from a future year's allocation. Similarly, if the financial statements indicate that the total value of projects under the FRP is less than the board's total allocation, adjustments to future entitlements will be made.

This program and all reports are also subject to audit by the Provincial Auditor and/or the Ministry of Education and Training.

c) **Cash Flow**

Provincial funding based on the Estimated Project Costs stated on the first report will be paid to boards in two monthly payments as outlined on the FRP approval issued by the Ministry of Education and Training.

The advances will begin in May 1998 and end in June 1998 for those reports submitted on or before April 9, 1998. The cash flow to individual boards is also conditional upon compliance with the Facilities Renewal Program guidelines and requirements.

Completion of the 1998 FRP Report

This is a guide for the completion of the attached reporting form which is to be submitted at specified times under the Facilities Renewal Program (FRP). The form is available electronically (Lotus 1-2-3, v.4) from the Capital and Operating Grants Administration Branch of the ministry. The form is a multi-purpose form to be used for both the first and second report.

Projects utilizing funds under the 1998 FRP must be completed between January 1, 1998 and August 31, 1998. Information required in the status reports is outlined below.

School Board Name

The full, legal name of the board is required on each form submitted (if the projects listed cannot all fit on one form, the second form must also include the board's full, legal name).

Board

This is the five-digit number assigned to each board by the ministry.

Part A Project Detail

Project #

The project number is issued by the board and must be as follows:

Board Number-FRP(Calendar Year)-Project Number(2 digits), i.e.; 00000-FRP98-01

Once a project number is assigned to a particular project on the initial report, it cannot be arbitrarily changed by the board on subsequent reports.

School Name and complete address

The name of each school and complete address – please indicate when a facility is an annex to an existing school.

Where several schools form part of one project, a listing of the schools and their locations must be included in the FRP submission.

Project Description

A one-line description for each project is required on each report. The project description should provide the level of detail necessary to establish an audit trail. For most projects, a one-line description on the reporting form would usually suffice. In situations where this is not the case, particularly for "renovation" projects, a short description of the project should be provided to ministry staff.

Wherever possible, like projects should be combined under one project number and a list of locations supplied at the time of submission.

In addition to the brief project descriptions, these reports are to list, for each project, the **Category**:

- Code Compliance; Barrier-Free Access; Energy Improvement; Health & Safety; Reroofing; Other Renovations; Site Work; Computer Networking.

This information is needed to help the ministry track the type of projects being completed under the Facilities Renewal Program. The codes used to denote the various categories are listed on the FRP form.

If a project encompasses more than one category please choose the most predominant area for coding the project.

Part B. Expenditures

The project number must be listed for each expenditure being reported for the corresponding project identified under the Project Detail section of the form.

Estimated/Actual Project Cost (Net GST)

Capital support provided for Facilities Renewal projects is for the net cost of projects (i.e., less GST rebates) actual costs net of GST are to be recorded on all required reports.

In the first report, costs listed for each project will be an estimate (net GST). The second report would include actual project costs (net GST).

Project costs submitted on all reports should include Fees, Contingencies, and Furniture & Equipment.

Expenditures To Date

This column is to be filled in when submitting the second report.

The Actual Project Cost and the Expenditures To Date columns should have the same figures recorded on a project by project basis for those projects completed by August 31, 1998.

Note: If a board's total expenditures on projects undertaken in the 1998 Facilities Renewal Program exceeds the board's total allocation, the board is to indicate to the ministry how the additional costs will be financed.

Approval Information

The form must be signed by a Senior Financial Officer of the board at all report stages and submitted to the Capital and Operating Grants Administration Branch of the Ministry of Education and Training on or before the due date. Ministry approval will be sent to boards upon analysis of projects submitted.

District School Board
Conseil Scolaire de district

First Report / Rapport premier

Board #
N° de conseil

Second Report/Deuxième rapport

A - Project Detail - Détails du projet

A1	A2	A3	A4
Project # N° du projet	School Name Nom de l'école	Project Description Description du projet	Category Catégorie

B - Expenditures\ Dépenses

B1	B2	B3	B4
Project # N° du projet	Est./Actual Proj. Cost (Net GST) Coût prévu/réel du projet (moins la TPS)	Expenditures To Date Dépenses à ce jour	If the total of section B2 exceeds the total allocation indicate how the difference will be financed / Si le total de la section B2 est plus que l'allocation totale du conseil, il faut indiquer les autres méthodes du financement
Totals/ Total:	\$0	Total Board Allocation / Allocation totale du conseil	

I certify that expenditures will be/were incurred on the projects listed above, and that these projects received Facilities Renewal Program funds/J'atteste que ces dépenses seront engagées/ont été engagées aux fins des projets énumérés ci-dessus, lesquels bénéficiaient d'une subvention accordée dans le cadre du Programme de réfection des installations.

District School Board Approval/Approbation du conseil scolaire de district:

Senior Financial Officer signature/Signature du cadre supérieur des finances:

Date:

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CATEGORIES/CATÉGORIES

C Code Compliance / Conformité au Code

B Barrier-Free Access / Aménagement pour accès facile

E Energy Improvement / Améliorations à des fins de conservation d'énergie

H Health & Safety / Santé et sécurité

R1 Reroofing / Réfections de toiture

B2 Other Renovations / Autres rénovations

R3 Site work/ Travaux préparatoires

N Computer Networking / Réseautage informatique

7-12

Board Name/Nom du Conseil	Total Allocation/ Allocation totale
District School Board 1	\$729,055
District School Board 2	\$921,965
District School Board 3	\$892,782
District School Board 4	\$674,315
District School Board 5A	\$432,238
District School Board 5B	\$250,718
District School Board 6A	\$566,365
District School Board 6B	\$293,436
District School Board 7	\$599,737
District School Board 8	\$748,740
District School Board 9	\$1,277,481
District School Board 10	\$1,098,745
District School Board 11	\$2,655,725
District School Board 12	\$9,021,872
District School Board 13	\$1,425,613
District School Board 14	\$1,227,507
District School Board 15	\$784,532
District School Board 16	\$1,714,111
District School Board 17	\$1,284,606
District School Board 18	\$932,073
District School Board 19	\$2,333,116
District School Board 20	\$1,209,587
District School Board 21	\$1,884,711 *
District School Board 22	\$1,603,010
District School Board 23	\$1,108,339
District School Board 24	\$1,505,776
District School Board 25	\$2,284,403
District School Board 26	\$1,263,904
District School Board 27	\$903,296
District School Board 28	\$485,557
District School Board 29	\$753,929
District School Board 30A	\$265,230
District School Board 30B	\$165,355
District School Board 31	\$342,933
District School Board 32	\$287,029
District School Board 33A	\$117,129
District School Board 33B	\$80,678
District School Board 34A	\$282,964
District School Board 34B	\$110,030
District School Board 35	\$140,132
District School Board 36	\$137,475
District School Board 37	\$780,528
District School Board 38	\$627,876
District School Board 39	\$401,011
District School Board 40	\$2,545,642
District School Board 41	\$258,642
District School Board 42	\$671,868
District School Board 43	\$1,188,657
District School Board 44	\$304,242
District School Board 45	\$460,328
District School Board 46	\$405,784
District School Board 47	\$675,281
District School Board 48	\$194,512
District School Board 49	\$513,967
District School Board 50	\$649,822
District School Board 51	\$282,591
District School Board 52	\$421,708
District School Board 53	\$807,964
District School Board 54	\$202,082
District School Board 55	\$346,887
Conseil scolaire de district 56	\$80,685
Conseil scolaire de district 57	\$179,946
Conseil scolaire de district 58	\$285,960
Conseil scolaire de district 59	\$256,427
Conseil scolaire de district 60A	\$486,306
Conseil scolaire de district 60B	\$175,365
Conseil scolaire de district 61	\$443,694
Conseil scolaire de district 62	\$51,639
Conseil scolaire de district 63	\$191,372
Conseil scolaire de district 64	\$224,500
Conseil scolaire de district 65	\$533,858
Conseil scolaire de district 66	\$554,656

TOTAL: \$60,000,000

#8

Approved for distribution
by the Director.

The Hamilton-Wentworth District School Board

Signature: Allan Greenleaf

Memorandum

Date: 1998.04.07

TO: Allan Greenleaf, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
Lucy Veerman, Acting Senior Financial Officer

DATE: April 9, 1998

RE: School Board Restructuring Fund

Recommendation:

Moved by _____, seconded by _____.

Be it resolved that:

The Hamilton-Wentworth District School Board approve the proposed projects as set out in the attached Appendix dated April 9, 1998.

Rationale:

The Ministry of Education and Training has established the School Board Restructuring Fund to assist District School Boards and School Authorities in making the necessary adjustments and achieving significant savings in administration as a result of the change in educational governance in Ontario. These funds, totalling \$ 215 million, will also offset the one-time start-up costs for the newly created French language boards and assist all boards to implement new communication technologies and information systems to permit more effective and efficient operations.

The Ministry of Education and Training has identified the following project types:

- Establishing co-operative consortia
- Information Systems
- Communications Technology
- Human resource policies and practices
- Administrative policies and procedures
- Assets and records management
- Other incremental costs incurred as a direct result of restructuring

To be eligible for funding support under this program, boards are required to develop a restructuring plan that will outline activities they intend to undertake over the next several months to change the way that they do business. The proposed projects to be submitted as part of this restructuring fund are summarized in the attached Appendix.

A copy of the Ministry memorandum, School Board Restructuring Fund, is attached.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
SCHOOL BOARD RESTRUCTURING FUND
Board Application Summary Form
April 9, 1998

Project Type	Project Title	Requested By	Estimated Project Cost
Restructuring	Severance Costs	D. Russon	610,000
Human Resource Policies/Practices	Implementation of computerized Employee Replacement System	D. Russon	136,500
Asset and Records Management	Establishment of a Computerized Records Management Program	D. Russon	78,500
Human Resource Policies/Practices	Integration of Human Resource policies/practices and conversion of information to a website	D. Russon	68,000
Establishing co-operative consortia	Delivery of EDEN project into County Schools (costs to be finalized)	B. Bond	500,000
Information Systems	Implementation of an integrated Human Resource and Payroll System	D. Russon	638,200
Information Systems	Implementation of an integrated Financial Information System	I. Polidori	1,481,800
Communications Technology	Provide network access to all Hamilton-Wentworth Schools	L. Dixon	118,600
Restructuring	Provide staff development/training for non-academic Staff	S. Thompson	378,400
Information Systems	Integration of Planning Services	D. Sage	20,000
Information Systems	Expand facilities software to include all County facilities	D. Sage	10,000
Information Systems	Expand database of student accident, insurance claims and property profiles to include County	D. Sage	6,000
Information Systems	Expand "Bus Stops" software to include City schools; integrate transportation policies and integrate student routes to achieve cost efficiencies	D. Sage	25,000
Establishing co-operative consortia	Implement a joint project with insurance broker to share risk software via the internet to improve communications	D. Sage	10,000
Administrative policies/procedures	Blend school policies and procedures of former boards into a draft policy for The Hamilton-Wentworth District School Board	A. Greenleaf	84,000
Restructuring	Additional audit fees due to restructuring and change in fiscal year	I. Polidori	80,000
Information Systems	Purchase of software to align existing financial information into new funding model framework	L. Veerman	20,000
Information Systems	Purchase of software to assist in accounting for the Foundation and reduce manual workload	I. Polidori	20,000
Total			\$4,285,000

8-1



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 325-2606

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 325-2606

Minister

Ministre

Memorandum to: Board Chairs
From: David J. Johnson
Date: February 23, 1998
Subject: School Board Restructuring Fund



I am pleased to inform you that the Provincial government will provide a total of \$215 million to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. This funding will also assist all boards with one-time costs to implement new communication technologies and information systems to permit more effective and efficient operations. In addition, these funds will offset initial start-up costs for the newly created French language boards.

The Province is currently involved in negotiations with the Federal government for assistance in the implementation of Ontario's new French-language governance structure. To date, however, we have not been able to reach an agreement. I will continue to seek a fair Federal commitment.

To be eligible for funding support under this program, each board will be required to develop a restructuring plan which would outline activities that it intends to undertake over the next several months to change the way that it does business. That plan is to identify milestones and target completion dates, and provide estimates of savings that will be achieved. Those plans are to be submitted by March 31, 1998.

Many school boards have already achieved significant savings through co-operative measures undertaken with other private and public sector agencies. I am convinced, however, that even greater savings can be achieved as boards work together and with other partners to take advantage of the opportunities created by restructuring to operate more efficiently. As you identify strategies to address your needs, I encourage you to build on best practices within the system and develop common solutions to problems faced by many boards and public sector agencies across the province.

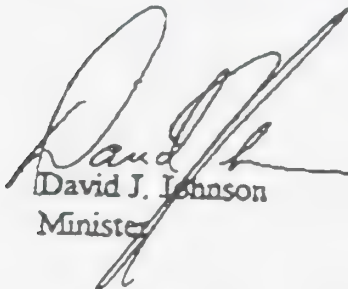
I have asked the Education Improvement Commission to assist in this program. The Commission is available to provide valuable advice as you develop your restructuring plans. It will also be reviewing those plans as they are submitted and making recommendations to the Ministry regarding their implementation.

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2

It is our intention to advise boards of their funding under this program by the end of April. Additional information will be forthcoming under separate cover from Ministry staff.

In the near future I will be making announcements regarding the new funding model. Following that announcement, additional transition assistance will be made available to deal with adjustments related to implementation of the model.


David J. Johnson
Minister



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

8-4

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2180
Facsimile (416) 327-9063

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2180
Télécopieur (416) 327-9063

Deputy Minister

Sous-ministre

Memorandum to: Directors of Education
Secretaries of District School Authorities

From: Veronica Lacey

Date: February 23, 1998

Subject: School Board Restructuring Fund

Further to Minister Johnson's announcement of February 23, 1998, I am pleased to enclose the Guidelines and Forms related to the School Board Restructuring Fund.

Funding of \$215 million has been provided to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. This funding will also offset the one-time start-up costs for the newly created French language boards and assist all boards to implement new communication technologies and information systems to permit more effective and efficient operations. I encourage boards to contact Paul Atkinson, Director of the Ministry's Elementary/Secondary Information Project to discuss their plans with respect to information management before making any commitments.

As indicated by the Minister, each board must develop a restructuring plan to be eligible for funding under this program. That plan is to outline activities that the board intends to undertake over the next several months to change the way that it does business, identify milestones and target completion dates, and provide estimates of savings that will be achieved.

I encourage you to discuss your plans with the Education Improvement Commission. Their ongoing contact with boards across the province regarding transition issues has resulted in a wealth of information about what is working well, and what needs improvement.

Applications for assistance from the School Board Restructuring Fund are to be submitted using the attached forms. To take advantage of opportunities created by the restructuring to operate more efficiently, priority will be given to activities that demonstrate co-operation among school boards and other private and public sector partners.

8-5

2

Restructuring plans and requests for funding from the School Board Restructuring Fund will be shared with the Education Improvement Commission as they are received. Their recommendations will assist the Ministry to determine funding allocations this Spring.

Allocations will be made on the basis of estimated costs. Boards will be required to submit a detailed report by year end outlining expenditures made, results achieved and savings realized. Grant adjustments will be made should actual disbursements and savings achieved be less than the original estimate.

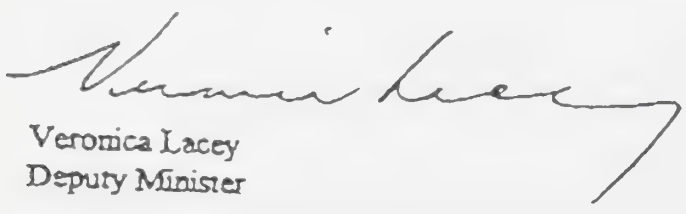
Board restructuring plans and applications for funding are to be submitted by March 31, 1998 to:

Drew Nameth, Director
Capital and Operating Grants Administration Branch
Ministry of Education and Training
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

FAX: (416) 325-4024
E-mail: sbrf@edu.gov.on.ca

Electronic versions of the guidelines and forms may be requested at the following e-mail address: sbrf@edu.gov.on.ca.

Should you have any questions regarding the completion of your application, please direct them to your District Office of the Ministry of Education and Training, or your District Finance Officer.



Veronica Lacey
Deputy Minister

Attachments

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SCHOOL BOARD RESTRUCTURING FUND

Application for Reimbursement of Restructuring Costs - Guideline

The Ministry of Education and Training has established the School Board Restructuring Fund to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. These funds, totalling \$215 million, will also offset the one-time start-up costs for the newly created French language boards and assist all boards to implement new communication technologies and information systems to permit more effective and efficient operations.

These funds are being provided to ensure that:

- a) resources available to support the classroom are maintained;
- b) activities which promote administrative efficiency and partnerships with other school boards or public/private sector partners are supported; and
- c) unique local circumstances are addressed.

To be eligible for funding support under this program, boards are required to develop a restructuring plan which would outline activities that they intend to undertake over the next several months to change the way that they do business. That plan is to identify milestones and target completion dates and provide estimates of savings that will be achieved.

To take advantage of opportunities to operate more efficiently that have been created by the restructuring, priority will be given to activities that demonstrate co-operation among school boards and other private and public sector partners.

Examples of activities which would be eligible for support include:

Establishing co-operatives - the development or expansion of cooperatives to deliver programs and services (e.g. transportation, purchasing, student support services) in a more cost effective manner, or the development of information systems which can be applied across the province.

Information systems - the acquisition/integration of computer-based administrative systems (e.g. student information systems; human resources information systems; financial reporting and accounting systems; payroll systems etc.)

Communications technology - the acquisition and implementation of communications technology infrastructure (e.g., Internet, e-mail) to enable more effective and efficient communications and information sharing among staff and students within boards, with other boards; with the ministry; and with other community partners.

Standardizing/developing human resource policies and practices - the review of human resource policies and practices that had been in place in the old boards and the development of consistent approaches for the new District School Board structure.

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2

Standardizing/developing administrative policies & procedures - the review of administrative policies and procedures that had been in place in the old boards and the development of consistent approaches for the new District School Board structure.

Assets and records management - the identification and transfer of assets and board records (e.g. student and employee files; business transactions; historical files) from the old boards to the District School Boards.

Only incremental costs incurred by the school board as a direct result of restructuring will be eligible for funding support. The fund is not intended to offset ongoing costs. Eligible costs would include:

- **Severance, counseling and training costs** for full- or part-time non-teaching employees who as a result of the amalgamation of school boards and restructuring activities are laid off or exit voluntarily after January 1, 1998, provided their positions are eliminated from the payroll. Severance costs paid in accordance with contractual obligations (per agreements in place on January 1, 1998) will be recognized for funding support at a rate of two weeks per year of service to a maximum of twenty-six weeks. Counseling and training costs recognized for funding support will not exceed \$2,500 per individual.
- **Salaries and benefits** for additional staff hired to undertake restructuring activities or to backfill for board employees temporarily reassigned to such tasks. With the exception of newly-created French-language boards that will be purchasing administrative services from designated boards during the period from January to August 1998, the salaries and benefits of board employees are not eligible costs.
- **Consulting, legal, audit and other professional fees** (e.g. for negotiation or mediation services) directly related to specific restructuring activities. Ongoing costs resulting from the harmonization of collective agreements are not eligible costs. In addition, consulting fees to identify corporate goals, strategies and restructuring plans are not eligible.
- **Costs to align or to cancel service contracts** resulting from the standardization of policies and procedures in amalgamating boards.
- **Supplies, furniture and equipment** (including computer hardware and software) required to:
 - achieve the objectives of the restructuring activities; or
 - establish board offices for the newly created French-language school boards. The costs recognized for funding support will not exceed \$8,500 per board member and full-time non-teaching employee to be working in such offices.Boards are encouraged to propose leasing options for furniture and equipment.

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3

- Travel expenses of board employees directly related to specific restructuring activities paid in accordance with established policies of the board.
- Packing, unpacking, moving, and temporarily storing of chattels to consolidate into the location selected as the board office for amalgamated or newly created French-language school boards.
- Moving expenses for non-teaching employees working in board offices who are newly assigned to a work location more than 40 kilometers from their home
- Training costs for board employees directly involved in the implementation of specific restructuring activities.

In addition to those identified above, the following costs will not be recognized for funding under this program:

- costs previously offset by funding provided to Local Education Improvement Committees through the Education Improvement Commission;
- financing costs;
- legal fees associated with lawsuits, claims, court challenges;
- incentives such as salary bonuses; or
- plant requirements such as renovations or new signs

Allocations will be made on the basis of estimated costs. Boards will be required to submit a detailed report by December 31, 1998 outlining expenditures made, results achieved and savings realized. Grant adjustments will be made should actual disbursements and savings achieved be less than the original estimate.

Board restructuring plans (accompanied by a board resolution adopting the plan) and applications for funding under the School Board Restructuring Fund made on the attached forms are to be submitted by March 31, 1998 to:

Drew Nameth, Director
Capital and Operating Grants Administration Branch
Ministry of Education and Training
21st Floor, Mowat Block
Queen's Park
Toronto, Ontario M7A 1L2

FAX: (416) 325-4024 e-mail: sbrf@edu.gov.on.ca

Electronic versions of the guidelines and forms can be obtained from the following e-mail address: sbrf@edu.gov.on.ca.

#9

1998 04 07

Approved for distribution
by the Director.Signature: Allan A. Greenleaf
Date: 1998.04.06To: Allan A. Greenleaf
Director of Education and Secretary

From: Merv Matier, Superintendent of Transitional Services

Re: ONTARIO MEMBER SCHOOL BOARD ASSOCIATION

Report: Decision

RECOMMENDED ACTION

Moved by _____, seconded by _____

1. That The Hamilton-Wentworth District School Board participate as a member of the Ontario Member School Board Association.
2. That The Hamilton-Wentworth District School Board designate and authorize the Director of Education of The Hamilton-Wentworth District School Board to exercise the vote of The Hamilton-Wentworth District School Board as a member of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and the Director of Education alone is hereby authorized and directed for and on behalf of and in the name of The Hamilton-Wentworth District School Board to do all things which may be necessary or desirable to give full effect to the foregoing, including without limitation, to execute and deliver under corporate seal of The Hamilton-Wentworth District School Board or otherwise all instruments, documents and agreements and all such instruments, documents and agreements comply with and are authorized by this resolution.
3. That The Hamilton-Wentworth District School Board agree to indemnify and save harmless the Director of Education as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION from all claims, actions or causes of action, or any and all costs or liabilities of any kind or manner whatsoever as a result of the Director of Education acting as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and that the Director of Education be authorized to execute any appropriate form of written Indemnity and/or certified copy of this resolution.

BACKGROUND

In December, 1996, the Operations and Finance Committee of the Hamilton Board of Education approved the participation of the Board of Education for the City of Hamilton as a member of the Ontario Member School Board Corporation (now known as 'Association'). The O.M.S.B.A. provides a cooperative forum to share knowledge and expertise from many school board directors, and to focus on the common goal of supporting student success through cost savings and revenue generation. This non-profit corporation formally links school boards into a powerful force for cooperation.

The new non-profit corporation will:

- ♦ support innovative education and training programs which will promote the cause of education and benefit communities;
- ♦ make awards to individuals or organizations in recognition of accomplishment in the field of education;
- ♦ administer a central buying group for member school boards and investigate and implement revenue generating and cost-saving initiatives.

ISSUE

The purpose of this report is threefold:

- ♦ to provide the members with a copy of the By-Laws of the O.M.S.B.A. so that there is a full and complete understanding of the guidelines under which the Association is operating
- ♦ to designate and authorize the Director of Education to represent the interest of, vote and act on behalf of the Board
- ♦ to indemnify and save harmless the Director of Education as a member of the Board of Directors of the O.M.S.B.A.

RATIONALE

All member Boards have, by resolution, adopted the actions that Recommendations 1, 2 and 3 represent.

If The Hamilton-Wentworth District School Board chooses to participate in O.M.S.B.A., it is essential to take similar action in order to be full and active participants in this exciting initiative that has the potential for tremendous savings for our community and benefits for our students.

Appendix A	By-Law Number 1
Appendix B	Backgrounder: OMSBA
Appendix C	Membership of OMSBA (as of January 19, 1998)
Appendix D	Cross Functional Teams

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KEEL COTTRELLE

Barristers & Solicitors

100 Matheson Blvd. E., Suite 104
Mississauga, Ontario L4Z 2G7

Tel: (905) 890-7700
Fax: (905) 890-8006

Robert G. Keel, B.A., LL.B.
(also of the New York Bar)

Direct Line: 905-501-4444

Memorandum

to OMSBA MEMBERS
from Robert G. Keel
date March 16, 1998
re By-law No. 1 and Membership Agreement

Enclosed please find the most recent edition of By-law No. 1 and the Membership Agreement.

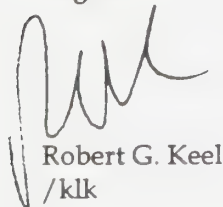
With respect to By-law No. 1, you will note that it is dated April 14, 1997. This is the incorporation date. The By-law can be amended and updated as necessary.

If you refer to clause 4, you will note that there is reference to four directors. These are the incorporating directors plus the Chair, who by definition, must be a director. We will make the appropriate arrangements to increase the Board as also set out in clause 4.1.

With respect to the Executive Committee, please note clause 4.8. If the Members and Board wish to have an Executive Committee when the numbers are less than 10, you could refer to it as an Executive Committee / Standing Committee or Executive Committee of the Whole Board. Meetings could then be held in person and by teleconference.

As noted, Tony will be in attendance on April 3rd if there are any questions or discussion.

Regards.



Robert G. Keel
/klk

MEMBERSHIP AGREEMENT

THIS AGREEMENT is made as of the day of, 1997.

BETWEEN:

ONTARIO MEMBER SCHOOL BOARD ASSOCIATION

100 Main Street West - Hamilton - Ontario - L8P 1H6

(hereinafter referred to as "OMSBA")

OF THE FIRST PART

- and -

[..... member school board]

[..... address]

(hereinafter referred to as the "School Board")

OF THE SECOND PART

WHEREAS:

- A. The objects of OMSBA are: (i) the development, support, implementation and advancement of educational and training programmes and innovative projects which will promote the cause of education and training generally and/or benefit communities; and (ii) the making or awarding of gifts or awards to individuals, organizations, corporations or institutions for accomplishment in the furtherance and promotion of the field of education and training.
- B. OMSBA shall be funding its objects by: (i) administering a central buying group providing quantity purchasing benefits and supplier negotiations for its member school boards; and (ii) investigating and implementing revenue-generating and cost-saving initiatives by making use of the resources available to its member school boards.
- C. The parties hereto wish to enter into this Agreement to set forth the rights and obligations of the parties hereto with respect to membership in OMSBA.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants herein contained, the sum of \$10.00, and other good and valuable consideration now

paid by each of the parties hereto to the other, the receipt and adequacy of which is hereby acknowledged, each of the parties hereby covenants and agrees with the other as follows.

1 FEES

- 1.1 The School Board agrees to pay to OMSBA the fee specified in Schedule 'A' (the "Fee"). Any further fees payable by the School Board shall, from time to time, be fixed by a two-thirds vote of the voting members of OMSBA at an annual or general meeting. OMSBA shall notify the School Board of the fees at any time payable by the School Board and, if any are not paid within thirty (30) days of the date of such notice, the School Board's membership shall be terminated pursuant to the terms of Article 6 hereof.

2 TERM

- 2.1 The execution of this Agreement and the member of the School Board in OMSBA are subject to the approval of the Board of Directors of OMSBA as is more particularly set out in the by-laws of OMSBA. OMSBA shall notify the School Board of the date on which this Agreement comes into effect following the fulfillment of this condition (the "Effective Date"). This Agreement shall be effective as of the Effective Date and shall continue until terminated pursuant to the provisions hereof.

3 RIGHT TO VOTE & VOTING IN FAVOUR OF DIRECTOR

- 3.1 The parties agree that, during the term of this Agreement and unless the Agreement is earlier terminated in accordance with section 5, the School Board shall at all times be a voting member of OMSBA.
- 3.2 The School Board covenants and agrees to exercise its vote, to sign all documents, and to do all things which may be reasonably necessary or desirable to give full effect to the following:
- 3.2.1 the Board of Directors of OMSBA will consist of the number of voting members of OMSBA;
- 3.2.2 each voting member of OMSBA shall have the right to appoint one director to represent it on the Board of Directors of OMSBA; and,
- 3.2.3 the director representing each voting member of OMSBA shall be the Director of Education of such voting member, unless otherwise agreed to in writing by OMSBA.

- 3.3 OMSBA shall sign all documents and do all things which may be reasonably necessary or desirable to give full effect to the foregoing.

4 REORGANIZATION / AMALGAMATION

- 4.1 Subject to the enactment and coming into force of any legislation to the contrary, this Agreement shall continue in effect notwithstanding any reorganization or amalgamation of the School Board, and shall be binding on any successor that may be established as a result of such reorganization or amalgamation.

5 CONFIDENTIALITY

- 5.1 The School Board acknowledges that, during the Term, the School Board will be exposed to secret and confidential business information and trade secrets belonging to OMSBA which gives it a commercial advantage over others. Except as may be required by law, the School Board agrees not to use, directly or indirectly, for its own account or for the account of any person, firm, corporation or other entity, or disclose to any person, firm, corporation or other entity, OMSBA's proprietary information disclosed or entrusted to the School Board or developed or generated by the School Board, including but not limited to information relating to OMSBA's or any of its member's organizational structure, operations, affairs, projects, pricing data, costs, research data results, inventions, trade secrets, customer or supplier lists, or other work produced, developed by or for OMSBA or its Members, whether on the premises of OMSBA or elsewhere. The foregoing provisions shall not apply to any proprietary, confidential or secret information which is at the date hereof or at some later date publicly known under circumstances involving no breach of this Agreement or as lawfully and in good faith made available to the School Board without restrictions as to disclosure to a third party.
- 5.2 Except as noted above, the School Board acknowledges, understands and agrees that it will not, during the Term or any time thereafter, disclose or use for its own account any of such information.

6 TERMINATION

6.1 OMSBA may terminate this Agreement by notice, effective immediately, if the School Board fails to cure any of the following defaults within fifteen (15) days following notice from OMSBA:

6.1.1 if the School Board fails to pay any monies due within fifteen (15) days of their due date; or

6.1.2 if the School Board neglects or fails to perform or observe any term or obligation set forth in this Agreement.

6.2 Termination of this Agreement shall not affect the School Board's obligation to pay the Fee and shall not affect any right or remedy to which OMSBA would otherwise be entitled as a result of the occurrence of the default giving rise to the termination of this Agreement.

7 ASSIGNMENT

7.1 Except as expressly permitted herein above, neither party shall assign this Agreement without the express written consent of the other party hereto.

8 SEVERABILITY

8.1 Should any provision of this Agreement be found to be invalid by a court of competent jurisdiction, that provision shall be deemed severed and the remainder of this Agreement shall remain in full force and effect.

9 GOVERNING LAW

9.1 The laws of the Province of Ontario and the laws of Canada applicable therein shall govern as to the interpretation, validity and effect of this Agreement. The parties hereby consent and submit to the jurisdiction of the courts of the Province of Ontario in any action or proceeding instituted under this Agreement.

10 SURVIVAL

10.1 Any terms which, by their nature, are intended to survive the termination of this Agreement shall continue in full force and effect after termination, which terms shall include, but not be

limited to, any terms dealing with confidentiality, limitation of liability, indemnification or proprietary rights.

11 ENTIRE AGREEMENT

- 11.1 This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties hereto, and there are no warranties, representations or other agreements between the parties hereto in connection with the subject matter hereof except as specifically set forth herein. This Agreement may be changed only by written amendment signed by both parties.

12 CONSENT TO BREACH NOT WAIVER

- 12.1 No provision of this Agreement shall be deemed to be waived and no breach shall be deemed to be excused unless such waiver or consent is in writing and signed by the party said to have waived or consented. No consent by either party to, or waiver of, a breach of any provision by the other party shall constitute consent to, or waiver of, any different or subsequent breach.

13 NOTICES

- 13.1 Any notice, document or other communication required or permitted to be given hereunder shall be in writing and shall be sufficiently given if sent by prepaid mail, if delivered personally, or if sent by telex or facsimile transmission to the address of the other party specified on the face of this Agreement. Any such notice, if mailed, shall be deemed to have been given on the fifth business day following such mailing, or if delivered personally or sent by telex or facsimile transmission, shall be deemed to be given on the first business day following such delivery or transmission, provided that in the event of a disruption in postal service, any notice so mailed shall be deemed to have been delivered on the fifth business day following the resumption of regular postal service. Each of the parties hereto shall be entitled to specify a different address for purposes of this section only, by giving notice in accordance with the terms hereof.

14 COUNTERPARTS

14.1 This Agreement may be executed by the parties hereto in separate Counterparts, each of which, when executed and delivered, shall be an original, but all such Counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

SIGNED, SEALED and DELIVERED
in the presence of

ONTARIO MEMBER SCHOOL BOARD ASSOCIATION

Per:

name:

title:

c/s

name:

title:

(.....member school board.....)

Per:

name:

title:

c/s

name:

title:

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Schedule 'A'

Fee - \$ 2,000.⁰⁰

DRAFT

BY-LAW NUMBER 1

A by-law relating generally to the conduct of the affairs of

ONTARIO MEMBER SCHOOL BOARD ASSOCIATION**TABLE OF CONTENTS**

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BY-LAW NUMBER 1

A by-law relating generally to the conduct of the affairs of

ONTARIO MEMBER SCHOOL BOARD ASSOCIATION

BE IT ENACTED as a by-law of **ONTARIO MEMBER SCHOOL BOARD ASSOCIATION** (the "Corporation") as follows:

1 INTERPRETATION

1.1 Meaning of Words

In this by-law and all other by-laws and resolutions of the Corporation, unless the context otherwise requires:

1.1.1 the singular includes the plural;

1.1.2 the masculine gender includes the feminine and vice-versa, and the words "person" shall include bodies corporate, corporations, companies, partnerships, syndicates, trusts and any number of aggregate of persons;

1.1.3 "Board" means the board of directors of the Corporation;

1.1.4 "by-law" means this by-law and all other by-laws of the Corporation from time to time in force and effect;

1.1.5 "Corporation" means **ONTARIO MEMBER SCHOOL BOARD ASSOCIATION**;

1.1.6 "Corporations Act" means the Corporations Act, R.S.O. 1990, chapter C.38, and any statute amending or enacted in substitution therefor from time to time;

1.1.7 "documents" includes deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings;

1.1.8 "Elected Director" means a person who has been elected to the office of director in accordance with article 4, or appointed to fill a vacancy in the office of director in accordance with section 4.7;

1.1.9 "general meeting of members" includes a meeting of any class or classes of members as well as a general meeting of members;

1.1.10 "letters patent" means the letters patent incorporating the Corporation as from time to time amended and supplemented by supplementary letters patent;

- 1.1.11 "meeting of members" includes an annual meeting of any class or classes of members as well as a general meeting of members;
- 1.1.12 "Regulations" means the Regulations made under the Corporations Act as from time to time amended and every regulation that may be substituted therefor;
- 1.1.13 "Representative" has the meaning ascribed thereto in section 10.10;
- 1.1.14 "signing officer" means, in relation to any instrument, any person authorized to sign same on behalf of the Corporation by article 14 or by a resolution passed pursuant thereto;
- 1.1.15 "special resolution" means a resolution passed by the directors and confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the members of the Corporation duly called for that purpose, or, in lieu of such confirmation, by the consent in writing of all the members entitled to vote at such meeting;
- 1.1.16 "Voting Member" shall have the meaning ascribed thereto in section 9.2.1.

1.2 Corporations Act Terms

All terms defined in the Corporations Act have the same meaning in this by-law and all other by-laws and resolutions of the Corporation.

1.3 Letters Patent

If any of the provisions contained in this by-law are inconsistent with those in the letters patent, the provisions contained in the letters patent, as the case may be, shall prevail.

2 HEAD OFFICE

The head office of the Corporation shall be in the Regional Municipality of Hamilton-Wentworth, in the Province of Ontario (subject to change by special resolution), and at such place therein as the Board may from time to time determine by resolution.

3 SEAL

The seal which is impressed to the right hereof shall be the corporate seal of the Corporation.

4 BOARD

4.1 Number of Directors and Powers

The affairs of the Corporation shall be managed by a board of four (4) directors, who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation that are not by the by-laws or any special resolution of the Corporation or by statute expressly directed or required to be done in some other manner. Any increase or decrease in the number of directors shall be approved by special resolution of

the members and notice of such special resolution shall be published in the Ontario Gazette if required pursuant to the Corporations Act.

4.2 Qualifications

Each director shall:

- 4.2.1 be at the date of, or become within ten (10) days after the election of the person as and thereafter remain throughout the term of office, a member of the Corporation who is qualified by the terms of section 9.2.2 to hold office;
- 4.2.2 be at least eighteen (18) years of age; and
- 4.2.3 not be an undischarged bankrupt nor a mentally incompetent person;

If a person ceases to be a member of the Corporation who is qualified by the terms of section 9.2.2 to hold office, or becomes bankrupt or a mentally incompetent person, the person thereupon ceases to be a director, and the vacancy so created may be filled in the manner prescribed by section 4.7.

4.3 Election and Term

The directors' term of office (subject to the provisions, if any, of the letters patent) shall be from the date of the meeting at which they are elected or appointed until the annual meeting next following or until their successors shall have been duly elected or appointed, whichever comes first.

Retiring directors shall be eligible for re-election to the Board if otherwise qualified and shall continue in office until their successors shall have been duly elected or appointed.

4.4 Vacation of Office

The office of a director shall be vacated upon the occurrence of any of the following events:

- 4.4.1 if a director becomes bankrupt or suspends payment of debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent; or
- 4.4.2 if a director is found to be a mentally incompetent person or becomes of unsound mind; or
- 4.4.3 if, by notice in writing to the Corporation, a director resigns from office, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later; or
- 4.4.4 if a director dies; or
- 4.4.5 if a director is removed from office by the Voting Members in accordance with section 4.5.

4.5 Removal of Directors

The Voting Members may, by resolution passed by at least two-thirds of the votes cast thereon at a general meeting of members of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of a term of office and may, by majority of the votes cast at such meeting, elect any person in such director's stead for the remainder of the term.

4.6 Quorum

A majority of the directors shall constitute a quorum for the transaction of business at any meeting of the directors. Notwithstanding vacancies in the Board, the remaining directors may exercise all the powers of the Board as long as a quorum of the Board remains in office.

4.7 Vacancies

Subject to section 4.3 hereof, a vacancy or vacancies on the Board, however caused, may, so long as there is a quorum of directors then in office, be filled by the directors from among the then-current Representatives if they shall see fit to do so; otherwise such vacancy shall be filled at the next general meeting of members at which directors for the ensuing year(s) are elected, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of members to fill the vacancy or vacancies. If the number of directors is increased between the terms, subject to the Corporations Act, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above prescribed.

4.8 Executive Committee

In the event that the number of directors on the Board is greater than ten (10), the directors may elect from among their number an Executive Committee consisting of not fewer than five (5) directors and, may delegate to such Executive Committee any of the powers of the Board. The Executive Committee shall be composed of the Chair of the Board (if so authorized by special resolution of the Corporation), the President, the Secretary, and two (2) Vice-Presidents. The Executive Committee may meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit. Four (4) of the five (5) members of the Executive Committee shall constitute a quorum. This section 4.8 shall not be effective unless and until this by-law has been confirmed by at least two-thirds of the votes cast at a general meeting of the members duly called for that purpose. Members of the Executive Committee may participate in a meeting of the Executive Committee by means of such telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, simultaneously and instantaneously, and a director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Executive Committee.

4.9 Nominations

Candidates for the office of director shall include the slate of candidates for office proposed by the Nominating Committee, or if there is no Nominating Committee, by the Executive Committee.

5 MEETINGS OF DIRECTORS

5.1 Place of Meetings

Meetings of the Board and of the Executive Committee, if any, may be held either at the head office of the Corporation or at any place within or outside Ontario.

5.2 Notice

A meeting of the Board may be convened at any time by:

5.2.1 the Chair of the Board (if so authorized by special resolution of the Corporation);

5.2.2 the President

5.2.3 a Vice-President who is a director; or

5.2.4 any two directors.

The Secretary, when directed or authorized by any of such officers or any two directors, shall convene a meeting of directors. The notice of any meeting convened as aforesaid need not specify the purpose of or the business to be transacted at the meeting. Notice of any such meeting shall be served in the manner specified in section 13.1 of this by-law not less than two (2) days before the meeting is to take place; provided always that a director may in any manner and at any time (before or after the meeting to which such waiver relates) waive notice of a meeting of directors and attendance of a director at a meeting of directors shall constitute a waiver of notice of the meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business; provided further that meetings of directors may be held at any time without notice if all the directors are present (except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called) or if all of the absent directors waive notice before or after the date of such meetings.

If the first meeting of the Board following the election of directors by the members is held immediately thereafter, then for such meeting or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice shall be necessary to the newly elected or appointed directors or director in order to legally constitute the meeting, provided that a quorum of the directors is present.

5.3 Omission of Notice

The accidental omission to give notice of any meeting of directors to, or the non-receipt of any notice by any person, shall not invalidate any resolution passed or any proceeding taken at such meeting.

5.4 Adjournment

Any meeting of directors may be adjourned from time to time by the Chair of the meeting with the consent of the meeting, to a fixed time and place. Notice of any adjourned meeting of directors is not required to be given if the time and place of the adjourned meeting is announced at the original meeting. Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum is present thereat. The directors who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

5.5 Regular Meetings

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place or hour to be named by the Board, and a copy of any resolution of the Board fixing the place and time of regular meetings of the Board shall be sent to each director forthwith after being passed, but no further notice shall be required for any such regular meetings.

5.6 Chair

The Chair of each meeting of the Board shall be the Chair of the Board, if any, otherwise the Chair of each meeting of the Board shall be the President or such other director as the President may from time to time designate for that purpose or, failing such designation, as the Board may select.

5.7 Voting

Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the question shall be deemed to have been lost. At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the question is required by the Chair or requested by any director. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

5.8 Remuneration of Directors

The directors shall serve as directors without remuneration and no director shall directly or indirectly receive any profit or remuneration in any capacity whatsoever from such position as director, provided that a director may be paid reasonable expenses incurred by the director in the performance of duties.

5.9 Others Present

Such others shall, as the Board may from time to time by resolution determine, be entitled in the same manner and to the same extent as a director, to notice of, and personally or by

delegate to attend to speak at, meetings of the Board, but shall not be entitled to vote thereat.

6 FOR THE PROTECTION OF DIRECTORS AND OFFICERS

6.1 Conflict of Interest

In supplement of and not by way of limitation upon any rights conferred upon directors by section 71 of the Corporations Act, it is declared that no director shall be disqualified from office or vacate an office by reason of holding any office under the Corporation or under any corporation in which the Corporation shall be a shareholder or by reason of being otherwise in any way directly or indirectly interested or contracting with the Corporation either as vendor, purchaser or otherwise or being concerned in any contract or arrangement made or proposed to be entered into with the Corporation in which such director is in any way directly or indirectly interested either as vendor, purchaser or otherwise nor shall any director be liable to account to the Corporation or any of its members or creditors for any profit arising from any such office or place of profit; and, subject to the provisions of section 71 of the Corporations Act, no contract or arrangement entered into by or on behalf of the Corporation in which any director shall be in any way directly or indirectly interested shall be avoided or voidable and no director shall be liable to account to the Corporation or any of its members or creditors for any profit realized by or from any such contract or arrangement by reason of any fiduciary relationship. A director who is in any way directly or indirectly interested in a proposed contract with the Corporation shall make the disclosure required by the Corporations Act. Except as provided by the Corporations Act, no such director shall vote on any resolution to approve such contract.

6.2 For the Protection of Directors and Officers

Except as otherwise provided in the Corporations Act, no director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation, including any person with whom or which any monies, securities or effects shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of office or trust or in relation thereto, provided that nothing herein shall relieve any director or officer of any liability imposed upon such director or officer by statute.

7 INDEMNITIES TO DIRECTORS AND OFFICERS

7.1 Indemnities

Every director and officer of the Corporation and such director's and officer's heirs, executors, administrators and personal representatives, respectively, shall from time to

time and at all times be indemnified and saved harmless out of the funds of the Corporation from and against:

- 7.1.1 all costs, charges and expenses whatsoever such director or officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against such director and officer for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such director or officer, in or about the execution of the duties of office; and/or
- 7.1.2 all other costs, charges and expenses such director or officer sustains or incurs in or about or in relation to the affairs of the Corporation;

except such costs, charges and expenses as are occasioned by such director's or officer's own wilful neglect or default or failure to act honestly and in good faith with a view to the best interests of the Corporation.

7.2 Insurance

Subject to applicable law, the Corporation shall purchase and maintain such insurance for the benefit of its directors and officers as the Board may from time to time determine.

8 OFFICERS

8.1 Appointment

The Board shall annually and more often as may be required: (a) elect a President from among themselves, and (b) appoint a Secretary. If deemed advisable, the Directors may appoint annually and more often as may be required one or more Vice-Presidents, a Treasurer and one or more Assistant Secretaries and one or more Assistant Treasurers. Notwithstanding the foregoing, each incumbent officer shall continue in office until the earlier of: (i) resignation, (ii) the appointment of a successor, (iii) ceasing to be a director or member of the Corporation if such is a necessary qualification of such officer's appointment, and (iv) the meeting at which the directors annually appoint the officers of the Corporation. A director may be appointed to any office of the Corporation but, subject to section 291 of the Corporations Act, none of the said officers except the President and the Chair of the Board, if applicable, need be a director of the Corporation. Two or more of the aforesaid offices may be held by the same person. In case and whenever the same person holds the offices of Secretary and Treasurer, such person may, but need not be, known as the Secretary-Treasurer. The Board may from time to time appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

8.2 Remuneration and Removal of Officers

The remuneration of all officers elected or appointed by the Board shall be determined from time to time by resolution of the Board. The fact that any officer or employee is a member of the Corporation shall not disqualify such officer or employee from receiving such remuneration as an officer or employee as may be determined. All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the Board at any time, with or without cause.

8.3 Powers and Duties

All officers shall sign such contracts, documents or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective office and such other powers and duties respectively as may from time to time be assigned to them by the Board; subject however to any special resolution of the Corporation.

8.4 Duties of Officers may be Delegated

In case of the absence or inability to act of any officer of the Corporation or for any other reason that the Board may deem sufficient, the Board of Directors may delegate all or any of the powers of any such officer to any other officer or to any director for the time being.

8.5 Chair of the Board

The Corporation may, by special resolution, provide for the election by the directors from among themselves of a Chair of the Board and define the duties and may assign to the Chair of the Board any or all of the duties of the President or other officer of the Corporation, and in that case, the special resolution shall fix and prescribe the duties of the President.

8.6 President

The President shall be the chief executive officer of the Corporation unless otherwise determined by special resolution of the Corporation or resolution of the Board. The President shall, subject to any special resolution of the Corporation, when present, preside at all meetings of the Board, the Executive Committee, if any, and members of the Corporation.

8.7 Vice-President

The Vice-President or, if more than one, the Vice-Presidents in order of seniority, shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President; provided, however, that a Vice-President who is not a director shall not preside as Chair at any meeting of the Board or the Executive Committee, if any, and that a Vice-President who is not a director and member shall not, subject to section 10.9 of this by-law, preside at any meeting of members.

8.8 Secretary

The Secretary shall give or cause to be given notices for all meetings of the Board or the Executive Committee, if any, and members when directed to do so and have charge of the minute books of the Corporation and of the documents and registers referred to in section 300 of the Corporations Act.

8.9 Treasurer

Subject to the provisions of any resolution of the Board, the Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and accounting records referred to in section 302 of the Corporations Act; shall

deposit all monies or other valuable effects in the name and to the credit of the Corporation in the bank or banks from time to time designated by the Board or Executive Committee, if any; shall disburse the funds of the Corporation under the direction of the Board or Executive Committee, if any, taking proper vouchers therefor; shall render to the Board or Executive Committee, if any, whenever required, an account of all transactions as Treasurer and of the financial position of the Corporation; shall co-operate with the auditors of the Corporation during any audit of the accounts of the Corporation; and shall perform the other duties from time to time prescribed by the Board or Executive Committee, if any, or incident to the office.

8.10 Assistant Secretary and Assistant Treasurer

The Assistant Secretary or, if more than one, the Assistant Secretaries in order of seniority, and the Assistant Treasurer or, if more than one, the Assistant Treasurers in order of seniority, shall respectively perform all the duties of the Secretary and the Treasurer respectively in the absence or inability or refusal to act of the Secretary or the Treasurer, as the case may be.

8.11 Executive Director, General Manager or Manager

The Board may from time to time appoint one or more Executive Directors, General Managers or Managers and may delegate to them full power to manage and direct the business and affairs of the Corporation (except such businesses and affairs of the Corporation as must be transacted or performed by other officers, by the Board or by the members) and to employ and discharge agents and employees of the Corporation or may delegate to them any lesser authority. An Executive Director, General Manager or Manager shall conform to all lawful orders given to such Executive Director, General Manager or Manager by the Board of such matters and duties as by law, including, without limitation, a special resolution of the Corporation and shall at all reasonable times give to the directors or any of them all information they may require regarding the affairs of the Corporation. Any agent or employee appointed by an Executive Director, General Manager or Manager shall be subject to discharge by the Board.

8.12 Vacancies

If the office of any officer of the Corporation shall be or become vacant by reason of death, resignation, disqualification or otherwise, the directors shall, in the case of the President and the Chair of the Board, if any, elect from among themselves a person to fill such vacancy and, in the case of the Secretary, appoint a person to fill such vacancy and may, in the case of any other office, appoint a person to fill such vacancy.

9 MEMBERSHIP

9.1 Composition

Membership in the Corporation shall consist of such persons as are admitted as members by the Board.

9.2 Classes of Membership

There shall be two (2) classes of membership in the Corporation: voting and non-voting. The members of the Corporation shall be:

- 9.2.1 voting: any School Board in Ontario which: (i) has paid the prescribed fee; (ii) has been approved for admission by two-thirds of the members of the Board; and (iii) enters into a written agreement with the Corporation (a "Membership Agreement"), shall be admitted as a Voting Member of the Corporation and shall be entitled to one vote at any meeting of members. A Voting Member may vote in person (through its Representative) or by proxy; or
- 9.2.2 non-voting: each director of the Corporation (including each applicant for incorporation of the Corporation) shall become a non-voting member of the Corporation by virtue of holding office as a director until such time as such director ceases to be a director, and shall be entitled to receive notice of and to attend all meetings of members but shall not be entitled to vote thereat.

9.3 Resignation

Members who are directors may resign by resignation in writing which shall be effective immediately. A Voting Member shall cease to be a member upon the expiry and non-renewal of its Membership Agreement or the termination of such agreement in accordance with its terms.

9.4 Termination of Membership

The interest of a member in the Corporation is not transferable and lapses and, in the case of a director, ceases to exist upon death or dissolution or when the term as a director expires or when such director ceases to be a director or member by resignation or otherwise in accordance with the by-laws. A Voting Member shall cease to be a member upon the expiry of its Membership Agreement or the termination of such agreement in accordance with its terms. Notwithstanding the foregoing, the Voting Members may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, terminate the membership of any director of the Corporation.

9.5 Fees

Fees payable by members shall, from time to time, be fixed by a two-thirds vote of Voting Members at an annual or general meeting, notice of which shall include notice of intention to seek such authority or by a resolution in writing signed by all the Voting Members.

The secretary shall notify the members of the fees at any time payable by them and, if any are not paid within thirty (30) days of the date of such notice, the members in default shall thereupon automatically cease to be members of the Corporation, but such defaulting members may on payment of all unpaid fees be reinstated by unanimous vote of the Board.

10 MEMBERS' MEETINGS

10.1 Annual Meeting

Subject to compliance with section 293 of the Corporations Act, the annual meeting of the members shall be held at any place within Ontario on such day in each year and at such time as the directors may by resolution determine or, in the absence of such determination, at the place where the head office of the Corporation is located, for the purpose of:

10.1.1 hearing and receiving the reports and statements required by the Corporations Act to be read at and laid before the Corporation at an annual meeting;

10.1.2 electing such directors as are to be elected at such annual meeting;

10.1.3 appointing the auditor and fixing or authorizing the Board to fix the remuneration therefor; and

10.1.4 the transaction of any other business properly brought before the meeting.

10.2 General Meeting

The Board may at any time call a general meeting of members for the transaction of any business, the general nature of which is specified in the notice calling the meeting for any date and time and at any place within Ontario or, in the absence of such determination, at the place where the head office of the Corporation is located. A general meeting of members may also be called by the members as provided in the Corporations Act.

10.3 Notice

Notice of the time, place and date of meetings of members and the general nature of the business to be transacted shall be given at least ten (10) days before the date of the meeting to each member (and in the case of an annual meeting, to the auditor of the Corporation) in the manner specified in section 13.1 of this by-law.

10.4 Waiver of Notice

A member and any other person entitled to attend any meeting of members may, in any manner, waive notice of a meeting of members and, attendance of any such person at a meeting of members shall constitute a waiver of notice of the meeting except where such person attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

10.5 Omission of Notice

The accidental omission to give notice of any meeting or any irregularity in the notice of any meeting or the non-receipt of any notice by any member or members or by the auditor of the Corporation shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

10.6 Majority of Votes to Govern

Unless otherwise required by the provisions of the Corporations Act or the by-laws of the Corporation, all questions proposed for consideration at a meeting of members shall be determined by a majority of the votes cast by Voting Members. In the case of an equality of votes, the question shall be deemed to have been lost. No Voting Member shall be entitled either in person or by proxy to vote at any meeting of members of the Corporation unless such member has paid all dues or fees, if any, then due and payable.

10.7 Show of Hands

At all meetings of members, every question shall be decided by a show of hands unless otherwise required by a by-law of the Corporation or unless a poll is required by the Chair or requested by any member entitled to vote. Upon a show of hands, every member entitled to vote, or proxyholder for a member entitled to vote, present in person, shall have one vote. Whenever a vote by a show of hands has been taken upon a question, unless a poll is requested, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

10.8 Polls

If at any meeting a poll is requested on the election of a Chair or on the question of adjournment, it must be taken forthwith without adjournment. If a poll is requested on any other question, it shall be taken in the manner and either at once or later at the meeting or after adjournment as the Chair directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was requested. A request for a poll may be withdrawn at any time prior to the taking of the poll.

10.9 Chair of the Meeting

In the event that:

10.9.1 the Chair of the Board, who is by special resolution of the Corporation entitled or required to act as Chair of the meeting, if any, is absent or unable or unwilling to act;

10.9.2 the President is absent or unable or unwilling to act; and

10.9.3 there is no Vice-President present who is a director and member;

then the persons who are present and entitled to vote shall choose another director as Chair of the meeting. However, if no director is present or if all the directors present decline to take the chair, then the persons who are present and entitled to vote shall choose one of such persons to be Chair.

10.10 Proxies

Votes at meetings of the members may be given either by proxy or by an individual (a "Representative") authorized by the Director of Education of a Voting Member to

represent it at meetings of members of the Corporation. At every meeting at which it is entitled to vote, every person appointed by proxy to represent one or more Voting Members and every Representative shall have one vote on a show of hands. Upon a poll and subject to the provisions, if any, of the letters patent of the Corporation, every Voting Member who is represented by a Representative shall have one vote and every person appointed by proxy shall have one vote for each Voting Member who is represented by such proxyholder.

A proxy shall be executed on behalf of the Voting Member by an officer or attorney thereof duly authorized.

Subject to the provisions of the Act and Regulations, a proxy may be in the following form:

The undersigned Voting Member of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION hereby appoints of or, failing appoints of as the proxy of the undersigned to attend, act and vote on behalf of the undersigned at the meeting of the members of the said Corporation to be held on the day of, 19..., and at any adjournment or adjournments thereof in the same manner, to the same extent and with the same power as if the undersigned were present at the said meeting or such adjournment or adjournment thereof.

DATED the day of, 19...

[.....voting member name.....]

signature of authorized signing officer

The directors may from time to time make regulations regarding the lodging of proxies at some place or places other than the place at which a meeting or adjourned meeting of members is to be held and for particulars of such proxies to be sent by any means of prepaid transmitted or recorded communication before the meeting or adjourned meeting of the Corporation or any agent of the Corporation for the purpose of receiving such particulars and providing that proxies so lodged may be voted upon as though the proxies themselves were produced at the meeting or adjourned meeting and votes given in accordance with such regulations shall be valid and shall be counted. The Chair of any meeting of members may, subject to any regulations made as aforesaid, in the Chair's discretion accept any means of prepaid transmitted or recorded communication as to the authority of any person claiming to vote on behalf of and to represent a member notwithstanding that no proxy conferring such authority has been lodged with the Corporation, and any votes given in accordance with such prepaid transmitted or

recorded communication accepted by the Chair of the meeting shall be valid and shall be counted.

10.11 Adjournment

The Chair of any meeting of members may, with the consent of the meeting, adjourn the same from time to time to a fixed time and place, and no notice of such adjournment need be given to the members. Any business may be brought before or dealt with at the original meeting in accordance with the notice calling the same.

10.12 Quorum

A quorum at any meeting of the members (unless a greater number of members and/or proxies are required to be present by the Corporations Act or by the Corporation's letters patent or any other by-law) shall be persons present being not less than five (5) in number and representing in person or by proxy not less than fifty-one (51%) per cent of the Voting Members. No business shall be transacted at any meeting unless the requisite quorum be present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting of members or within such reasonable time thereafter as the members present may determine, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business, and the provisions of section 13.1 with regard to notice shall apply to such adjournment.

11 COMMITTEES

11.1 Standing Committee

There shall be a Nominating Committee at any time there is no Executive Committee, and there may be such other Standing Committees and for such purposes as the Board or the Executive Committee, if any, may determine from time to time by resolution.

11.2 Combined and Inactive Committees

From time to time by resolution, the Board may combine the work of two or more Standing Committees under such name as the Board shall select, and may permit any Standing Committee to be inactive.

11.3 Ad Hoc Committees

There may be such Ad Hoc Committees and for such purposes as the Board or the Executive Committee, if any, may determine from time to time by resolution. The existence of each such Ad Hoc Committee shall be determined automatically upon:

11.3.1 the delivery of its report;

11.3.2 the completion of its assigned task;

11.3.3 a change in the membership of the Board or Executive Committee by which it was constituted;

- 11.3.4 a resolution to that effect of the Board or Executive Committee by which it was constituted;

whichever occurs first; provided, however that, in the case of termination pursuant to section 11.3.3, the Board or the Executive Committee (as the case may be) may by resolution continue such Ad Hoc Committee.

11.4 Rules Governing Committees

Except as otherwise provided by by-law of the Corporation, all Committees other than the Executive Committee are subject to the following:

- 11.4.1 the Chair and members shall be appointed by the Executive Committee, if any, otherwise by the Board, from among the members of the Corporation who are qualified to hold office;
- 11.4.2 at least one member of the Executive Committee, if any, shall be appointed to serve on each Committee;
- 11.4.3 in addition to the members of a Committee appointed pursuant to section 11.4.1 the Executive Committee, if any, otherwise the Board, may appoint to any Committee, persons who are not members of the Corporation who are qualified to hold office; provided that the total number of such persons shall at all times remain less than one-third of the total number of persons who are members of such Committee;
- 11.4.4 a member of a Committee shall serve for a term ending at the annual meeting of members following appointment, and is eligible for reappointment for one or more additional terms;
- 11.4.5 each Committee shall meet at least annually, and more frequently at the will of its Chair or as required by its terms of reference, and as requested by the Executive Committee, if any, otherwise by the Board;
- 11.4.6 each Committee shall be responsible to and report after each meeting to the Executive Committee (if none, to the Board);
- 11.4.7 subject to any rules established by the Executive Committee (if none, by the Board), each Committee may establish its own rules or procedure and may appoint subcommittees.

11.5 Nominating Committee

The Nominating Committee, when one exists, shall:

- 11.5.1 prepare a slate of one or more candidates for each office which will be vacant and for which an election is to be held at or after the annual meeting;
- 11.5.2 accept any additional written nominations for elected office any time prior to the holding of annual elections, but this does not preclude the Chair of the annual meeting from accepting further nominations from the floor at the time of election;

- 11.5.3 make recommendations to the Board with respect to names of persons to fill vacancies in office or on the board or on committees that occur throughout the year.

12 VOTING SHARES AND SECURITIES

12.1 Voting Shares and Securities

All of the shares or other securities carrying voting rights of any company or corporation held from time to time by the Corporation may be voted at any and all meetings of shareholders, bondholders, debenture holders or holders of other securities (as the case may be) of such company or corporation and in such manner and by such person or persons as the Board of the Corporation shall from time to time determine. The duly authorized signing officers of the Corporation may also from time to time execute and deliver for and on behalf of the Corporation proxies or arrange for the issuance of voting certificates or other evidence of the right to vote in such names as they may determine without the necessity of a resolution or other action by the Board.

13 NOTICES

13.1 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Corporations Act, the Regulations, the letters patent, the by-laws or otherwise, to a member, director, officer, auditor or members of a committee of the Board, shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to the recorded address on the books of the Corporation (the "Recorded Address") or if mailed to such person at the Recorded Address by prepaid ordinary mail, or if sent to the Recorded Address by any means of telex, facsimile transmission, electronic mail, or similar form of simultaneous electronic transmission. A notice so delivered shall be deemed to have been given when it is delivered personally or to the Recorded Address as aforesaid; a notice so mailed shall be deemed to have been received by the addressee on the fifth (5th) business day after mailing; and a notice so sent by means of telex, facsimile transmission, electronic mail, or similar form of simultaneous electronic transmission, shall be deemed to have been given when transmitted. The Secretary may change or cause to be changed the Recorded Address of any member, director, officer, auditor or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable.

13.2 Signature of Notices

The signature of any director or officer of the Corporation to any notice or document to be given by the Corporation may be written, stamped, typewritten or printed.

13.3 Computation of Time

In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

13.4 Omissions and Errors

The accidental omission to give any notice to any member, director, officer or auditor, or the non-receipt of any notice by any member, director, officer or auditor, or any error in any notice not affecting the substance thereof, shall not invalidate any action taken at any meeting held pursuant to such notice if otherwise founded thereon.

13.5 Waiver of Notice

Any member or Representative or duly appointed proxy, director, officer or auditor may waive any notice required to be given and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

14 EXECUTION OF DOCUMENTS

14.1 Cheques, drafts, notes, etc.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officers or persons, whether or not officers of the Corporation, being not fewer than two (2) in number, and in such manner as the Board may from time to time designate by resolution.

14.2 Execution of Instruments

Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation by any two (2) of the directors and officers of the Corporation. In addition, the Board may, from time to time, direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the corporate seal to any instrument. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

14.3 Books and Records

The Board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute are regularly and properly kept.

15 BANKING ARRANGEMENTS

15.1 Board Designate Bankers

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:

15.1.1 operate the Corporation's accounts with the banker;

- 15.1.2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- 15.1.3 issue receipts for and orders relating to any property of the Corporation;
- 15.1.4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- 15.1.5 authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

15.2 Deposit of Securities

All shares and securities owned by the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner as shall from time to time be determined by resolution of the Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the deposit or the proceeds thereof.

16 BORROWING BY THE CORPORATION

16.1 Board May Borrow

Subject to the limitations set out in the by-laws or in the letters patent of the Corporation, the Board may:

- 16.1.1 borrow money on the credit of the Corporation;
- 16.1.2 issue, sell or pledge securities of the Corporation; or
- 16.1.3 charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation;

provided that, except where the Corporation borrows on the security of its real or personal property, its borrowing power shall be limited to borrowing money for current operating expenses.

16.2 Board Authorized Signatories

From time to time, the Board may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the money so borrowed or to be borrowed and as to the terms and conditions of the loan thereof, and as to the security to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

17 FINANCIAL YEAR

17.1 Year Selected

The financial year of the Corporation shall terminate on the 31st day of December in each year or on such other date as the Board may from time to time by resolution determine.

18 BY-LAWS AND AMENDMENTS

18.1 Enactment

By-laws of the Corporation may be enacted, repealed, amended, altered, added or re-enacted in the manner contemplated in, and subject to the provisions of the Corporations Act.

19 REPEAL OF PRIOR BY-LAWS

19.1 Repeal

Subject to the provisions of sections 19.2 and 19.3 hereof, all prior by-laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

19.2 Exception

the provisions of section 19.1 shall not extend to any by-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

19.3 Proviso

Provided, however, that the repeal of prior by-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law, resolution or other enactment.

20 EFFECTIVE DATE

20.1 Effective on Passing

This by-law shall come into force without further formality upon its enactment.

ENACTED by the Board this 14th day of April, 1997.

President

Secretary

9-33

- 24 -

CONFIRMED by the members on this 14th day of April, 1997.

Secretary

BACKGROUND: OMSBC

ISSUE: 16 boards are expected to consider becoming members in a new non profit corporation focussed on cutting costs and generating revenue. Because the proposal will go to different boards at different times, simultaneous release of information, though preferable, is impossible. A news release has been prepared for boards who want to either pre-release the fact that the decision is to be made, or release after the fact. The following key messages are reflected in these releases, and should be reflected in all comments to media:

- This initiative builds on local success at working cooperatively to cut costs/generate revenue
- No decision has been made on specific activities of the OSMBC
- Directors have been meeting as part of regular information sharing and are now bringing the proposal to each board for approval
- This is a pioneering new initiative to benefit students and communities

Q and A

Q: Is there any liability for the board?

A: No, the board is completely protected from financial or legal liabilities.

Q: What if the government changes board boundaries?

A: There is a specific agreement that the corporation will continue with whatever school board structure exists now, or in the future.

Q: Shouldn't you wait for the province to make a decision about boards?

A: There is money to be saved and now is the time to start saving. We are anxious to start working together to look at new opportunities to help our students and communities through cost-savings and revenue generation.

Q: Why can't you do these activities without a formal corporation? Why do you need another level?

A: The corporation formalizes the relationship, creates a legal framework for our activities, makes it easier to negotiate contracts and protects the individual member boards.

Q: You have said nothing is decided, but what activities could be undertaken?

A: I can't prejudge what we might do. There are many great ideas at each board on ways to raise funds and cut costs. What we need to do is bring those ideas together, identify which ones will work, and prioritize those ideas into an action plan. I hope that will happen by _____.

Q: If you have been meeting since _____, why can't you name the other boards involved? Is there a reason for the secrecy?

A: Each board is considering this proposal at a different time. We agreed, as a courtesy to the boards considering involvement, not to talk about the members until they are confirmed. I'm sure you understand that no board would want someone else discussing their involvement before they had it brought forward for consideration. That's just common sense.

Q: If the directors have been meeting for this long, isn't board approval a "rubber stamp?" Haven't the decisions already been made?

A: All that has happened has been a process that has gone on for years -- a process of directors sharing good ideas. Once it was clear that the discussions were going to produce something more formal it was clear that we each needed to bring the proposal to our trustees for consideration. They will have the final say.

Q: What if they don't approve it?

A: I won't speculate on what the board will or will not do.

Q: Is this whole thing a smokescreen to defend against the criticisms of the government about boards not cooperating or reigning in spending?

A: Let me be clear, this activity pre-dates the government action on school board costs. Local directors and school boards have led the way in developing cooperative ways to save money. This is an extension of those efforts. I think it may be a good model of cooperation for the government to study.

Q: How can you talk of cooperation when you only have public boards involved? Is this a "private club?"

A: This is just the starting point. We have come together as boards with common interests and issues. We certainly hope to welcome other partners into this group once we get up and running.

Q: Can't you accomplish this through other organizations like OPSOA or OPSEA?

A: Those are great organizations but their purposes are different from those of OSMBC. The clear focus of OSMBC is on helping students by cost saving and revenue generation.

Q: If you are looking at joint purchasing, are jobs at stake here in [community name]?

A: I want to be clear that nothing has been decided, and no decision would be made that affected local jobs without the approval of the board.

Q: Could local suppliers suffer if you went to joint purchasing?

A: I can't pre-judge what will happen. After all, one supplier might no longer provide [example] to this board, but would get significant new business through the OSMBC. As boards we have strict purchasing and tendering procedures and we would adhere to these. We would of course be sensitive to local needs. But I do want to say that everyone in our community benefits from a well educated workforce.



Waterloo Region
District School Board

51 Ardelt Ave., Box 68, Kitchener, Ontario N2G 3X5
Phone: (519) 570-0003, Ext. 4222 Fax: (519) 570-8007

January 19, 1998.

Director of Education.

Dear

The Ontario Member School Board Association (OMSBA) would like to extend an invitation to you to join our fledgling organization. Over a year ago we formed a consortium of school boards stretching from London, to Peel to Niagara to explore ways to reduce costs and generate revenue through co-operative ventures. The pending amalgamation of school boards slowed down our progress but did not dampen our enthusiasm for the concept.

At our last Board meeting on January 9, 1998, we reviewed our constitution, bylaws and membership. The new district school boards are formalizing their membership in the association no later than the end of February 1998. This provides a window of opportunity for us to explore expanded membership before finalizing our constitution. The following district school boards are now members of OMSBA:

- District School Board of Niagara
- Peel District School Board
- Halton District School Board
- Grand Erie District School Board
- District School Board #18 (Wellington/Dufferin)
- Waterloo Region District School Board
- Thames Valley District School Board

Pending Membership:

- Hamilton-Wentworth District School Board
- Avon Maitland District School Board
- Bluewater District School Board

The group also confirmed that the Board of Directors for the organization will consist of the director of education of each of the member boards and that five Directors will serve as the Executive of OMSBA. The Thames Valley District School Board has requested that Peter Askey serve as the designated voting member of the Board in place of John Laughlin, Director of Education, because of the multiplicity of amalgamation issues facing the Board. The members agreed that this special designation would be allowed in a few cases as long as the number of designated superintendents did not increase dramatically and that the designate would have full authority to act on behalf of the member board.

The Executive will meet prior to the next Board of Directors meeting to consider the following issues:

- expanded membership;
- employment of a project manager;

- organizational structure;
- cross-functional staff advisory team.

The Executive of the OMSBA for 1998 is:

- Chairperson - Patti Haskell, Waterloo Region District School Board;
- President - Harold Brathwaite, Peel District School Board;
- Secretary Treasurer - Dusty Papke, Halton District School Board;
- Member - Bill McLean, District School Board of Niagara;
- Member - Peter Moffatt, Grand Erie District School Board.

OMSBA has entered into one major project, School Bus Messaging, during its first year of existence. The implementation of this project was delayed for many months due to ongoing discussions with school bus operators and the finalization of a contract that met the needs of all parties. This project is now ready for full implementation and SBM, the company providing the service, will be seeking advertisers in time for placement of ads on buses as the warmer weather arrives. It is expected that most of the installation work will be done over the summer months and that district school boards will begin to realize profits in the 1998-99 school year. Peter Askey, with the Thames Valley District School Board, remains the key contact for this project.

The OMSBA is currently exploring other cost-saving ventures through a series of sub-committees focussed on initiatives concerning information technology, budget and finance, plant maintenance, and supply management. The sub-committees will meet over the next two months to bring forward recommendations for new projects to the next Board of Directors meeting in early March.

We would like to invite members from your staff to attend these meetings if the possibility of membership in OMSBA is of interest to you.

In order to facilitate the business of OMSBA, it is important for us to know your level of interest in belonging to the association as soon as possible. Although we have just begun our exploration of the issues, we have gained significant information in the last year that would demonstrate our efforts will have a very positive impact on the finances of our individual school boards. The initial reports of our staff sub-committees indicate that there are substantial savings in simply sharing information to assist each other in modifying and streamlining our current practices. There are also a number of initiatives which clusters of member boards might find advantageous (e.g. central warehousing, payroll systems, and information technology systems such as the year 2000 issues and curriculum management.)

OMSBA continues to recognize the right of each member board to determine their commitment to an individual project and the right to extend the opportunity for participation in that project to the coterminous board or other public institutions where previous partnerships already exist. Membership in OMSBA is currently \$2,000 per year. An administrative fee is charged to non-member partners participating in projects (e.g. catholic board participation in school bus messaging project.)

Please contact me at your earliest convenience to let me know your level of interest in joining our association.

Sincerely,

Patti Haskell

Patti Haskell, Chairperson,
OMSBA.

PH:mh

cc--OMSBA Board of Directors

9-38

DATE: March 6, 1998

TO: OMSBA Sub-Committee Members

FROM: Patti Haskell
OMSBA Chair

Harold Braithwaite
OMSBA President

RE: FORMATION OF CROSS-FUNCTIONAL TEAM

At the Board of Directors meeting on Friday, March 6, the Board decided to form a Cross-Functional Team of OMSBA sub-committees. Bob Willis, Manager of Purchasing, Peel District School Board, has been appointed as Chairperson of this group representing the Supply Management Sub-Committee. Other members appointed to the Cross-Functional team are: Doug Durant, Plant Maintenance Sub-Committee, Niagara DSB; Lucy Veerman, Business/Finance Sub-Committee, Hamilton-Wentworth DSB; and Jim Smith, Information Technology Sub-Committee, Peel DSB.

Bob Willis will call the first meeting of the group to discuss the mandate of the Cross-Functional Team and to make recommendations for the May 1, 1998, Board of Directors meeting regarding future OMSBA initiatives.

The Board of Directors requested that Lucy Veerman, representing the Business/Finance Sub-Committee, ask members of this group to begin compiling a list of savings boards have realized as a result of membership in the consortium. The Board of Directors recognizes that it will be important to provide this kind of data as an incentive for district school boards to remain members of the association and to pursue expanded membership.

The Board of Directors also encouraged all four sub-committees to continue to meet to generate ideas that can be forwarded to the Cross-Functional Task Team.

The Board would like to express its appreciation to all sub-committee members for your initial efforts on behalf of OMSBA. Your work to date has emphasized how important our internal staff are in helping OMSBA to realize its initial objectives of developing strategies to save costs within our systems and to develop revenue-generating projects in co-operation with member boards.

OMSBA SUB-COMMITTEE MEMBERSHIP

BOARD	PLANT MAINTENANCE SUB-COMMITTEE	BUSINESS/FINANCE SUB-COMMITTEE	INFORMATION TECHNOLOGY SUB-COMMITTEE	SUPPLY MANAGEMENT (PURCHASING) SUB-COMMITTEE
Grand Erie D.S.B.	Joe Soldarelli	Gerry Kuckyt George Murray	Bruce Smith	Gerry Kuckyt
Halton D.S.B.	Gerry Cullen, Superintendent of Facility Services	Wayne McNally, Superintendent of Business Services	Keith Johnson, Superintendent of Education	Wayne McNally, Superintendent of Business Services
D.S.B. of Niagara	Doug Durant *	Bruce Russell	Dave Morrison	John Lawrence
Thames Valley D.S.B.	Brian Greene	Jim McKenzie	Bob Beauty/Peter Askey	Terry Simpkin
Peel D.S.B.	Lyle Decaire, Superintendent of Facilities Services	Harinder Takhar, Associate Director- Corporate Services	Jim Smith, * Manager of Information Technology	Bob Willis, * (Team Chairperson) Manager of Purchasing
English Language Public School Board #18	Ken Rowan	Greg Rutledge	Dave Walpole	Garth Stiebel
Hamilton-Wentworth D.S.B.	Bruce Thomson	Lucy Veerman *	Wayne Joudrie	Mike Burjaw
Waterloo Region District School Board	Mike Hearn Superintendent of Physical Resources	George Ambeault Superintendent of Financial Services and Treasurer	George Barnard Superintendent of Business Services	Joyce Manthison Manager of Accounting

* Cross-Functional Team

#10

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: Allan A. Greenleaf

Date: 1998.04.07

To: Allan A. Greenleaf,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Regular Agenda Reports of the Former Boards

Recommended Action:

Moved by : _____

That continuation of the regular agenda reports of the former boards be limited to the monthly Education Development Charges report.

Rationale:

At the March 12, 1998 Business Committee meeting the attached report regarding Sample Agenda Reports was distributed for trustees' perusal and decision at a future time. The priorities over the next few months will be to focus on the integration of business operations, service delivery and implementation of the recommendations from the L.E.I.C. In addition, the introduction of the Ministry of Education and Training new funding model will require the formatting of financial information in a manner that is very different than either of the formats utilized by the former boards. For these reasons, it is recommended that production of most of the regular agenda reports of the former boards be suspended until new reports are developed. However, the Education Development Charges report must be prepared for reconciliation purposes and it is recommended that this report be provided to the Business Committee on a monthly basis.

The 1997 financial statements of the two former boards will be reviewed with trustees at the May 1998 Business Committee meeting. A financial statement with respect to the stub year ending August 31, 1998 will also be prepared and reviewed with trustees in the fall of 1998.

1998 03 09

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **SAMPLE AGENDA REPORTS**

The attached sample reports are for your information. At a future meeting, trustee direction with respect to their necessity and usefulness will be required.

APPENDIX A -

- (a) Quarterly Report - Interim Financial Status Report (former City Board)
- (b) Cash Disbursement (former County Board)
- (c) Revenue/Expenditures (former County Board)
- (d) Loan/Investment Report (former County Board)
- (e) Education Development Charges Fund (former County Board)

This License made as of the 15th day of February, 1998

BETWEEN:

SALTFLEET DISTRICT HIGH SCHOOL.
(hereinafter referred to as the "School")

OF THE FIRST PART

-and-

STONEY CREEK & DISTRICT RUGBY ASSOCIATION
(hereinafter referred to as the "Rugby Association")

OF THE SECOND PART

WHEREAS the School operates the Saltfleet District High School in Stoney Creek, Ontario together with the playing field and change rooms adjacent thereto;

AND WHEREAS the Rugby Association wishes to license the use of such playing field and change rooms upon the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the covenants contained herein, the parties agree as follows:

1. **License.** The School grants to the Rugby Association a non-exclusive license to use the playing field (the "Playing Field") the change rooms (the "Change Rooms") and a storage facility (the "Storage Facility") located at the Saltfleet District High School in Stoney Creek, Ontario (collectively the "Facilities"), for the purposes and at the times set forth herein.
2. **Term.** The term of this License shall be for a period of two years commencing March 1, 1998 and ending on November 31, 1999 (the "Term"), unless sooner terminated under the provisions of this License or otherwise, and the period of use of the Facilities during the Term shall be as set forth in Section 3.
3. **Period of Use of Facilities.** The Rugby Association shall be entitled to use the Facilities during the rugby playing season from March 1 until November 31 in each year of the Term (the "period of use"), on each and every Tuesday and Thursday from 6:00 p.m. to 9:00 p.m. and on approximately every Saturday during their period of use from 10:00a.m. to 6:00p.m.

4. **Payment to the School.** As consideration for the use of the Facilities, the Rugby Association shall, at its expense, perform the following obligations:

(a) The Rugby Association shall install a sprinkler watering system on the Playing Field. The design, specifications, construction, installation and location of such sprinkler watering system shall be subject to approval by the School. Such sprinkler watering system shall remain at the Facilities at all times and shall become School property upon termination of this License.

(b) The Rugby Association shall be responsible for the care and operation of the sprinkler watering system during the entire operating season. The Rugby Association will also be responsible for operation of the sprinkler watering system on the Main Field.

(c) The Rugby Association shall be responsible for the maintenance of the Facilities during the Term, including, without limitation, fertilizing, aerating, cutting, spraying, watering and seeding the Playing Fields during the period of use. The Rugby Association shall keep the Change Rooms in a clean sanitary condition after the use thereof by the Rugby Association, its' servants, employees, agents, players, members and/or invitees. The Rugby Association shall keep the Facilities in good repair and maintain in good operating order, all services and equipment in the Facilities. All such maintenance and repair shall be performed in cooperation with the School with a detailed schedule of the proposed maintenance and repair. The Rugby Association shall not be responsible to repair any damage to the Change Rooms and the Playing Field which may be caused by vandalism not associated with the Rugby Association.

5. **Use of Facilities.** The Rugby Association shall use the Facilities for games, practices, and events associated only with the Rugby Association.
6. **Rules and Regulations.** The Rugby Association covenants to observe and comply with and to compel its members and players to observe and comply with the rules and regulations of the School and all municipal, provincial and federal laws, rules, regulations, ordinances and/or by-laws in effect from time to time. A copy of the rules and regulations of the School currently in effect are attached hereto as Schedule "A".
7. **Reservation of Right to Terminate License.** If the use of the Facilities by the Rugby Association result, or in the opinion of the School threatens to result, in the disruption of or in the interference with the business of the School, the School reserves the right to terminate this License by notice to the Rugby Association if the Rugby Association fails to rectify any such disruptions or interference to the School's satisfaction within 10 business days after notice of such disruptions or interference is given by the School.
8. **Indemnity.** The Rugby Association shall indemnify the School against all liability arising out of any act or omission by the Rugby Association, its servants, employees, agents, players, member and/or invitees during the Rugby Association's occupation of the

Facilities and every other claim, loss, damage or expense which may arise as a result of granting this license.

9. **Insurance.** The Rugby Association shall at its own expense obtain and keep in force public liability and property damage insurance, in amounts satisfactory to the School. Each such policy shall be endorsed to include the contractual obligation of the Rugby Association to the Board under paragraph 8 and shall be non-cancellable as to the School except after notice to it. The Rugby Association shall furnish a certificate of insurance to the School upon execution hereof and a renewal certificate of each policy at least fifteen days before its expiration.
10. **Assignments and Sub-Licensing.** This license shall be personal to the Rugby Association. Without the prior written consent of the School in each instance, this License shall not be assigned or transferred, voluntarily, involuntarily or by operation of law. The Rugby Association shall not grant any sub-license hereunder and any sub-license purporting to have been made without the consent of the School shall convey no rights whatsoever under this license.
11. **Notices.** Whenever in the Agreement it shall be required or permitted that notice or demand be given or served by the other party to or the other, such notice or demand shall not be treated as duly given or served unless it is in writing and sent by registered mail, addressed as follows:

To the Rugby Association: Stoney Creek & District Rugby Association
 P.O. Box 66508
 Stoney Creek, Ontario
 L8G 5E5

To the School: Saltfleet District High School
 108 Highland Rd. W.
 Stoney Creek, Ontario
 L8J 2T2

Attention: Mr. Glen Crawford

Each such notice or demand shall be deemed to be given on the third day after the date of mailing. Addresses may be changed from time to time by either party by notice.

12. **Termination.** The School shall have the right to terminate the License by notice to the Rugby Association if the Rugby Association defaults in performing and observing any of the terms, covenants or conditions of this License and fails to cure the default after within ten business days notice of it is given by the School.

13. **Right to Bind the School.** The Rugby Association shall not be the agent of the School for any purpose and no authority to bind the School in any manner.
14. **Survival of Obligations.** All of the obligations of the Rugby Association accruing during the period of this License and all of the indemnities by the Rugby Association shall survive the termination of this License.
15. **Binding Effect.** All the covenants, terms, provisions and undertakings in this License shall extend to and be binding upon the heirs, executors, successors and assigns of the parties to it, as if they were in every case named and described. Wherever in this License reference is made to either of the parties to it, it shall be held to include the heirs, executors, successors and assigns of such party, as if they were in every case so described.
16. **Headings and Definition.** The headings preceding the paragraphs of this License are for convenience only, are not a part of this License and do not in any way limit or amplify the terms and provisions of it. In this License the term "business day" shall mean Monday to Friday, inclusive.

IN WITNESS WHEREOF, the parties hereto have executed this License in the presence of their proper officers, duly authorized, on the day and year above mentioned.

SALTFLEET DISTRICT HIGH SCHOOL

GW Crawford
13/2/98

Date

STONEY CREEK & DISTRICT RUGBY ASSOCIATION

[Signature]
Feb 16/98

Date

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Date

1998 04 09

#12

Approved for distribution
by the Director.

Signature Al Greenleaf

TO: Al Greenleaf, Director of Education

**FROM: P. Gillie, Superintendent-Administrative and Operational Services
The Energy Steering Committee**

Date 1998.04.06

RE: Comprehensive Energy and Water Reduction Program Update

RECOMMENDATION:

1. Moved by _____, seconded by _____ that,
subject to the workshop presentation, and in accordance with the Energy Service Agreement, Tesco
be authorized to implement the improvements in Basket 2 Schools.

BACKGROUND:

A.) Overview of The Comprehensive Energy and Water Reduction Program

In order to make recommendations for an Energy Management Plan, the Board of Education for the City of Hamilton approved in June 1996 by motion " that the Energy Committee prepare and issue a Request for Qualification followed by a Request for Proposal for an Energy Performance Contract for the Hamilton Board. Four Energy Service Companies qualified and submitted Proposals for an Energy Performance Contract in 88 sites in the Hamilton Board.

Tesco Energy Services Inc. was appointed by motion on April 1, 1997 to carry out a comprehensive energy and water reduction program. Following the appointment of Tesco, negotiations commenced to work out a contract between Tesco and the Board to govern the terms of the project. The Energy Service Agreement was completed in October 1997. The Agreement details the scope of the project and the responsibilities and obligations of the parties to the Agreement. The Agreement took longer to work out than had been expected. This resulted in a delay of three months in getting started on the project.

The project consists of a number of measures designed to reduce energy and water consumption. In order to determine appropriate measures, an audit, called a Feasibility Study, is carried out for each building. The audit assesses the cost of installing certain measures, the energy that will be saved as a result and the length of time it will take for the savings to pay for the cost of the measures (simple payback). The following measures are assessed for each building: lighting retrofits and redesigns, building envelope improvements including some air quality, building automation control systems, water conservation, commissioning and monitoring, and building operator training. In addition, new boilers were installed in five schools. The project includes a program of staff awareness and curriculum supplements for teacher use. The maximum value of the project cost is set at \$16,909,143, exclusive of financing. The total annual projected energy savings, subject to modification, are calculated to be not less than \$2,148,345. These annual savings are used to pay down the cost of the project, including financing. Simple payback is projected to be at 8.3 years and the Guarantee Period is 120 months (ten years). The implementation of the project commenced in October 1997 after the Energy Service Agreement was completed, and is scheduled to be finished in about mid 1999.

B.) Structure of the Project under the Energy Service Agreement

The scope of work for this project is divided into three parts corresponding to three Baskets of Schools all in the City of Hamilton. Basket One consists of 17 schools, Basket Two consists of 30 schools and the Education Centre, and Basket three consists of 40 schools. The Energy Service Agreement provides for progression through the Baskets, under certain conditions, at the approval of the Board. Currently Basket One is approved and installations well under way. In addition, approval to conduct Feasibility Studies for Basket Two schools has been given. In order to proceed to implementation of measures for Basket Two the Board must be satisfied with the work Tesco has performed in Basket One and satisfied with the Feasibility Studies for Basket Two. Progression to implementation of measures for Basket Three is based upon satisfaction of work performed for Baskets One and Two and the Feasibility Studies for Basket Three. The Energy Service Agreement includes a mechanism to terminate the project under certain conditions and details the disposition of the financial obligations of the Board and the work completion obligations of Tesco.

At the time of reaching agreement about the project, Feasibility Studies were not in place as the project includes the conducting of such studies. Project scope, cost estimates, probable measures, and projected energy savings were based on an analysis of detailed information about annual energy consumption, annual costs of energy, building conditions, and information gathered from the five school study conducted through the proposal stage.

The Energy Service Agreement provides for the modification of the measures, estimated total project cost, savings and simple payback periods as a result of findings in the Feasibility Studies. Such modification can not increase the total project cost established (\$16,909,143) or the Guarantee period of 120 months. The basket approach and process of conducting Feasibility Studies has worked as intended. The basket approach is enabling the Board to maintain control of the project. The individual building analysis from the Feasibility Studies is insuring the maintenance of the cost payback scenario within 120 months.

C.) Status of the Project**i) Basket One**

The work of Basket One has proceeded satisfactorily. It is on schedule and is in the end stages of completion. Most lighting installations are complete. The project provides for the use of Board Staff. Lighting installations were carried out by members of C.U.P.E. at two sites. All water measures and building envelope measures are finished. Building automation and controls re-commissioning are the measures currently being installed. Through the Board Representative (Project Manager) and with the assistance of the Consultant, the work of Tesco is being reviewed in preparation for notice from Tesco of completion of the measures. Some early analysis of energy savings since the installation of measures is showing savings indicators are trending to be in line with the cost payback scenario for Basket One. There also appears to be an increase in our overall consumption compared to the base year set for this project. The addition of new equipment (eg. computers, fax machines, shredders), the reinstatement of mechanical equipment as it is repaired, and increased occupancy all contribute to consumption changes.

Training which is part of the project is underway. The Awareness Program, which is part of the communication strategy, has been reviewed and is scheduled to be underway starting in May.

ii) Basket Two

Feasibility Studies have been conducted for all buildings in Basket Two and a preliminary cost and savings summary of findings has been tabled. There are still some studies to be completed in terms of preparing the documentation before being submitted to the Board. In accordance with the Energy Service Agreement Tesco requires approval to proceed with the installation of measures for Basket Two.

Status of the Project - Basket Two continued

The Feasibility Studies for Basket Two are indicating that the payback for some measures is longer than is reasonable in order to remain within the structures detailed in the Energy Service Agreement.

Consequently, there is need to modify the measures, project costs and savings. The current state and age of existing mechanical systems in our buildings, and existing operating procedures in combination with years of deferred maintenance is impacting negatively on the target savings for Basket Two. Not all measures can be fully achieved within the target cost payback scenario required for Basket Two. Some measures will be eliminated or delayed for review later in the project and some will be reduced in scope.

iii) Basket Three

No work has been started for Basket Three. As soon as the Feasibility Studies for Basket Two are approved and implementation is underway, Tesco will at the same time proceed with Feasibility Studies for Basket Three.

iv) Workshop for Trustees

The Proposal from Tesco includes a workshop presentation with the Board of Trustees. In the Fall, after the Energy Service Agreement was completed, the Energy Steering Committee reviewed this proposal item. In consideration of the time of the year and the changing political situation, this workshop was deferred until a more appropriate time for the Board.

Since the inception of the Hamilton - Wentworth District School Board, questions about the inclusion of additional schools to the project, in effect a fourth basket of County schools, have been raised. The background provided through a workshop would provide the Board with an opportunity and basis to consider this possibility.

The details with respect to the findings in the Feasibility Studies for Basket Two require some explanation in order to understand the impact on energy savings. The recommended modifications to Basket Two result in some measures not being completed. These modifications should be understood in terms of the overall project, and the effect on Basket Three. A workshop provides a better format and more time to be spent on questions and answers. This is scheduled for Wednesday April 15.

RATIONALE:

The Energy Service Agreement has a number of control mechanisms in it to insure that the project remains within the financial boundaries and term established. The Agreement provides for modification to the measures in order to maintain the cost payback scenario of 120 months.

The modifications revise, delay, or eliminate measures that have paybacks far in excess of 10 years. In some instances the payback time is very lengthy. While carrying out these measures in themselves have merit, in the context of a tightly controlled performance contract it is not reasonable to proceed with them.

Implementation of the measures in Basket Two that will produce savings within the cost payback target necessary to remain inside the 120 months is recommended.

ENERGY STEERING COMMITTEE MEMBERS AND RESOURCES**MEMBERS**

Pat Gillie	Superintendent - Administrative and Operational Services
Doug Mann	Project Manager for the Comprehensive Energy and Water Reduction Program
Ray Mulholland	Trustee
Bill Ferris	Vice - Principal , Barton Secondary School
Brian Castle	Principal, Viscount Montgomery School
Mike Burjaw	Manager Purchasing
John Moffat	Manager Caretaking and Training
Irene Polidori	Manager Financial Services

RESOURCES

David Burd	Proctor & Redfern , Consultant to the Project
Ian Gordon	Legal Counsel to the Committee
Sheila George	Secretary to the Committee

#13

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, Hamilton, Ontario, L8N 3L1

(905) 527-5092 / Fax (905) 521-2556

Approved for distribution
by the Director.

Signature: Al Greenleaf

Date: 1998.04.07

MEMORANDUM

1998 04 03

TO: Al Greenleaf, Director of Education
FROM: P. Gillie, Superintendent
D. O'Connor, Manager - Maintenance, Engineering and Design (City and Mountain)
D. Sage, Manager - Property, Audit, Assessment, Transportation

RE: Request by the City of Hamilton - Department of Public works and Traffic, and area residents to construct an upgraded Creative Playstructure at the Norman "Pinky" Lewis Recreation Centre on the grounds of Sanford Avenue School

RECOMMENDATION:

1. Moved by: _____ seconded by _____
that the Hamilton -Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure west of the Norman "Pinky" Lewis Recreation Centre on the grounds of Sanford Avenue School.

RATIONALE:

Staff have been contacted by W. Plessl, Coordinator Park Development and Maintenance (City of Hamilton) to participate in the design process for this project. (letter appended)

In considering the request, staff has taken the following steps:

1. attended the public meeting(s) held for this project
2. reviewed the site and discussed the project effects on the site with staff at the school
3. reviewed the information provided by the City of Hamilton (site drawings appended)
4. reviewed existing drawings of the school property to investigate potential interferences with existing services and to identify concerns existing at the site

The former Board has recognized the positive benefits to the students and given approval to enter into agreements for a number of projects of this type in the past. The legal agreement should reserve the right of the Board, at its expense, to fence the new creative playstructure to allow it to double as an enclosed playground for JK and SK students. As well, the Board requires that acceptable base materials include rubberized base or pea gravel.

After review of the request by staff, it is recommended that the request to proceed with the project be approved.

Report prepared by D. O'Connor, Manager Maintenance, Engineering and Design

13-1

DEPARTMENT OF PUBLIC WORKS AND TRAFFIC



City of
HAMILTON

71 Main Street West, Hamilton, Ontario, L8P 4Y5
Tel. (905) 546-3923 / Fax (905) 546-2443

Our File No. 98.2427.00

1998 March 17

19-03-1998

Mr. A. Greenleaf,
Director of Education
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf:

**RE: Play Equipment Located at
Norman "Pinky" Lewis Recreation Centre
and Peace Memorial School**

At the request of area residents supported by ward Aldermen, City staff investigated replacing the play structure and swings at Norman "Pinky" Lewis Recreation Centre and Peace Memorial School.

Norman "Pinky" Lewis Recreation Centre

The existing equipment consists of two sets of swings (6 junior, 6 belt) and a wood timber play structure with various decks, slides and climbers. The swings lack proper surfacing material, the spacing between curb and play structure is inadequate and potential head entrapment problems have been noted on this structure.

Peace Memorial School

The existing equipment consists of two sets of swings (6 junior, 6 belt), a rocket ship climber and a circular climber. None of this equipment has safety surfacing, representing therefore an unacceptable play environment for children. The circular climber has potentially a number of head entrapment areas and as such should be removed. The rocket ship could be altered slightly to eliminate these entrapments. The Resident Design Committee felt that this climber offered children with many positive imaginative and physical play opportunities and therefore should be included in the overall design.

...../2

New Play Structures

The new location for each play structure and swings was determined through consultation with area residents and Mr. E. Hipkiss, Principal, Sanford Avenue School and, Ms. Youngblood, Principal, Peace Memorial School. When determining the best play structure location, City of Hamilton staff emphasize unobstructed visibility for teachers and parents, visibility from nearby streets for passing police surveillance, and the need to maintain existing pedestrian corridors.

The new play structure proposals designed co-operatively with neighbourhood volunteers and City staff, will amend the deficiencies described above, while providing accessible and exciting play opportunities for children of varying age, including those with special needs.

Please refer to the attached drawing for details.

Approval to proceed with the redevelopment of the play structure sites at Norman "Pinky" Lewis Recreation Centre and Peace Memorial School per attached plans is requested.

If you have any questions regarding these plans, please call me.

Yours truly,

W. Plessl

Mr. W. J. Plessl, Co-ordinator
Park Development and Maintenance

SS:bg
Attch.

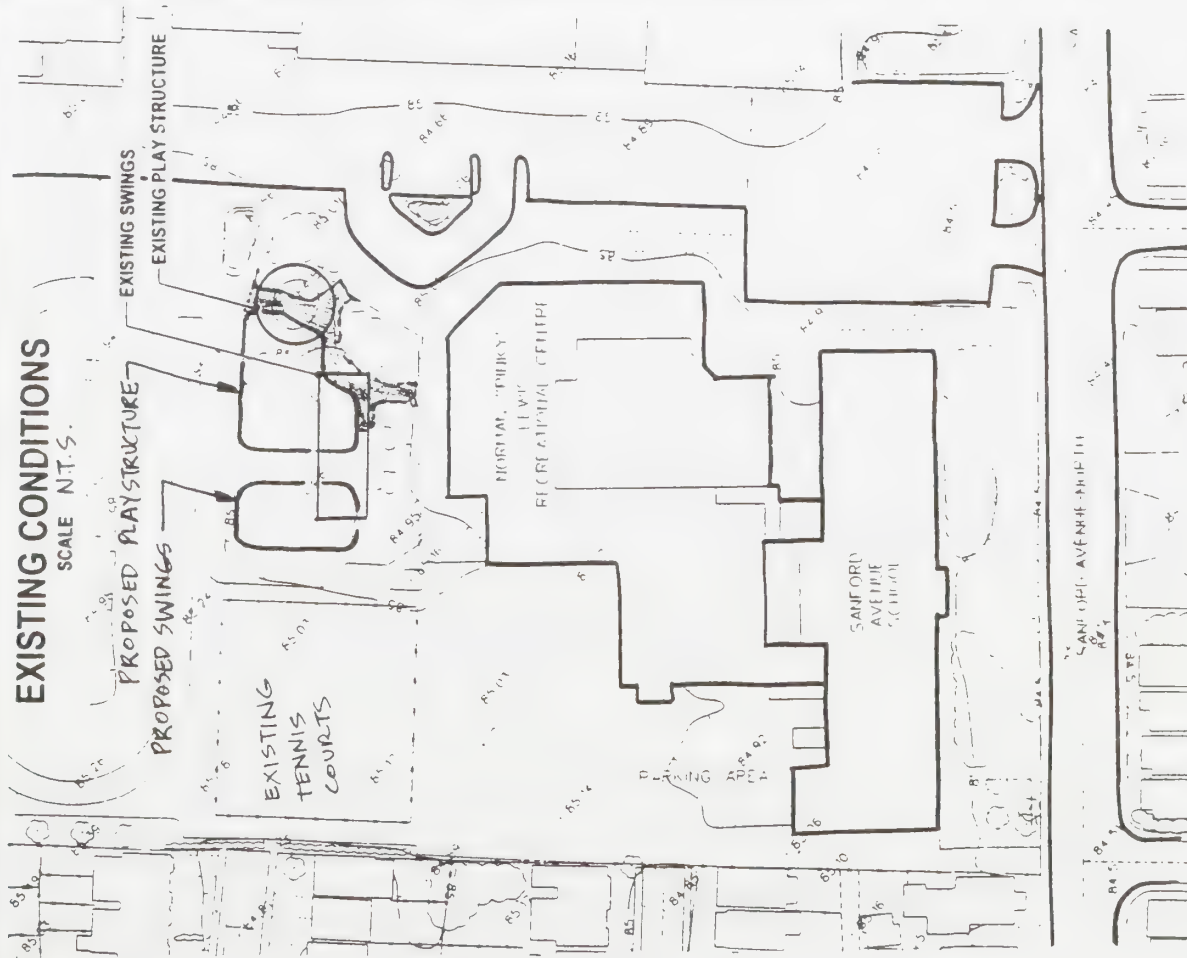
cc: Mr. P. Gillie, Superintendent of Administrative and Operational Services
Hamilton-Wentworth District School Board

Mr. D. O'Connor, Manager, Design Services, Plant Department
Hamilton-Wentworth District School Board

Mr. D. Sage, Manager, Property/Assessment
Hamilton-Wentworth District School Board

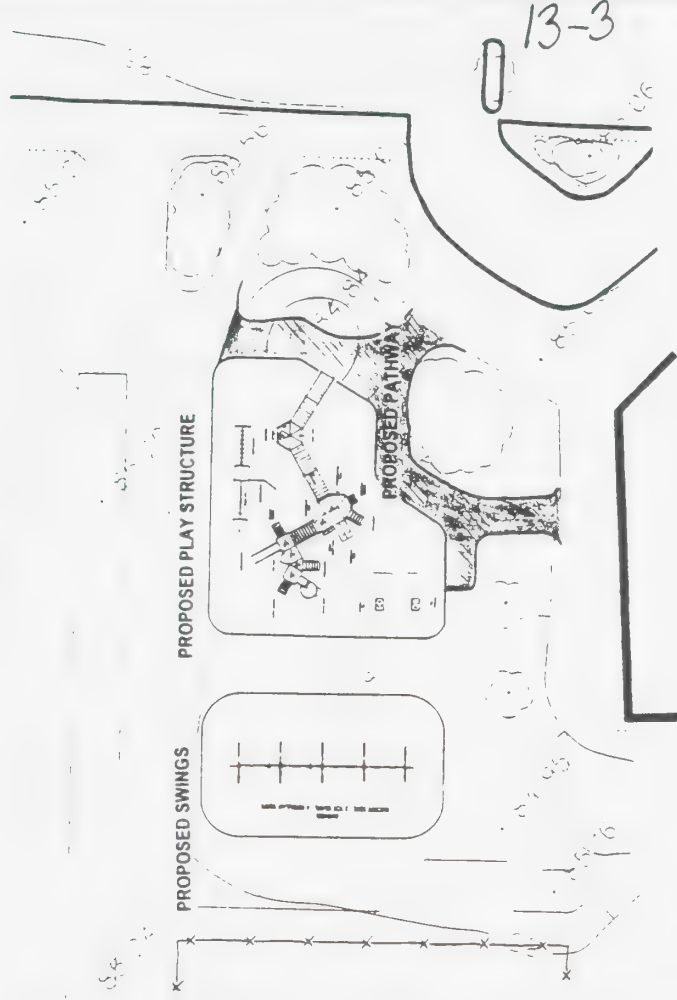
EXISTING CONDITIONS

SCALE N.T.S.

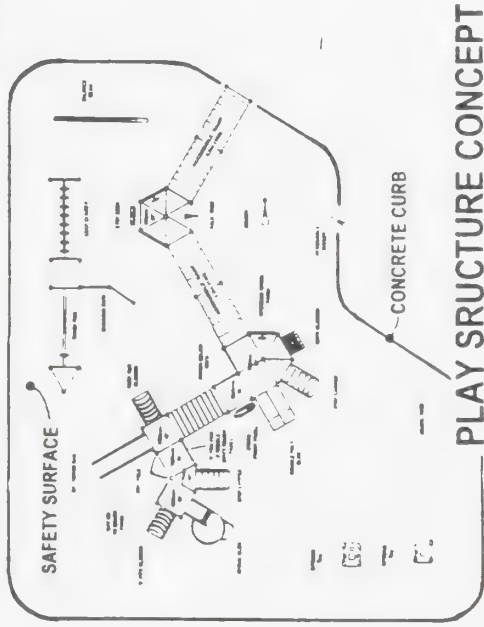


LAYOUT PLAN

SCALE N.T.S.



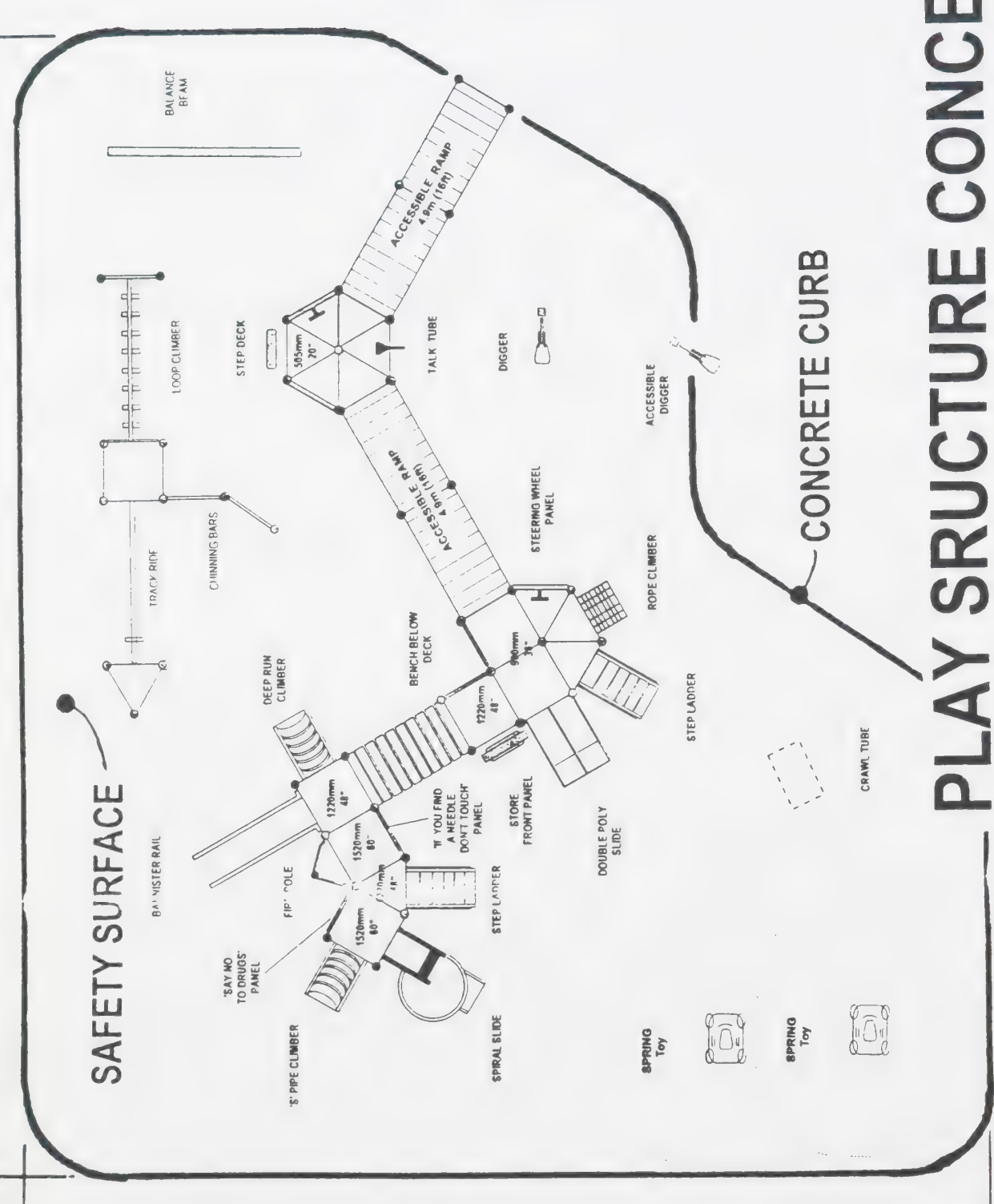
13-3



City of Hamilton	
Project No.	13-3
Client	SANDFORD AVE. SCHOOL
Location	NORMAN PINKY LEWIS REC. CENTRE
Scale	N.T.S.
Author	
Checker	
Engineer	

24 metres

20 metres



PLAY STRUCTURE CONCEPT

SCALE

N.T.S.
SANFORD AVE. SCHOOL
NORMAN "PINKY"
LEWIS REC. CENTRE

14

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, Hamilton, Ontario, L8N 3L1

(905) 527-5092 / Fax (905) 521-2536

MEMORANDUM

1998 04 03

TO: Al Greenleaf, Director of Education
FROM: P. Gillie, Superintendent
D. O'Connor, Manager - Maintenance, Engineering and Design (City and Mountain)
D. Sage, Manager - Property, Audit, Assessment, Transportation
RE: Request by the City of Hamilton - Department of Public works and Traffic, and area residents to construct an upgraded Creative Playstructure at Peace Memorial School

RECOMMENDATION:

1. Moved by: _____ seconded by _____
that the Hamilton -Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure in the north-east corner of the property of Peace Memorial School.

RATIONALE:

Staff have been contacted by W. Plessl, Coordinator Park Development and Maintenance (City of Hamilton) to participate in the design process for this project. (letter appended)

In considering the request, staff has taken the following steps:

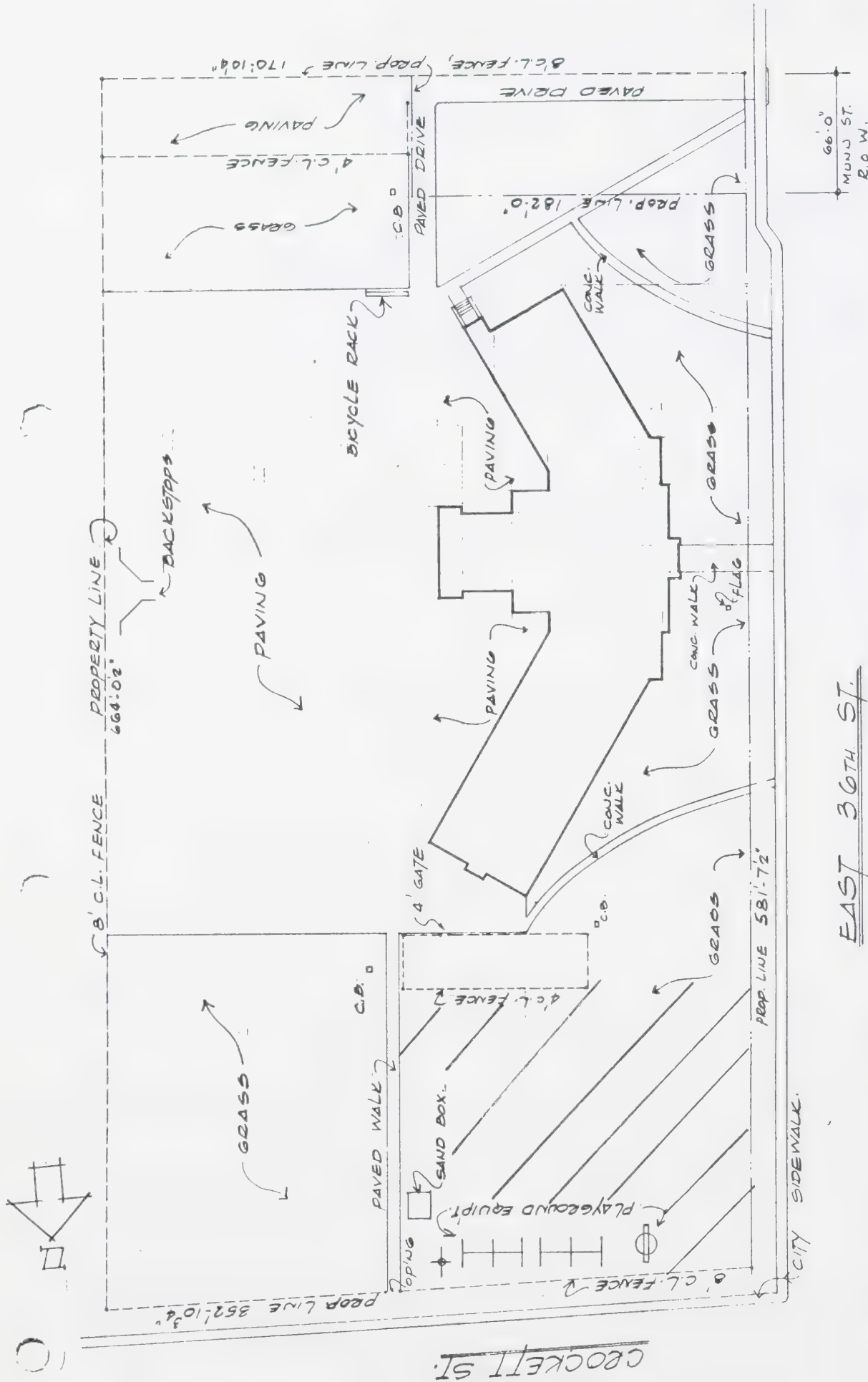
1. attended the public meeting(s) held for this project
2. reviewed the site and discussed the project effects on the site with staff at the school
3. reviewed the information provided by the City of Hamilton (site drawings appended)
4. reviewed existing drawings of the school property to investigate potential interferences with existing services and to identify concerns existing at the site

The former Board has recognized the positive benefits to the students and given approval to enter into agreements for a number of projects of this type in the past. The legal agreement should reserve the right of the Board, at its expense, to fence the new creative playstructure to allow it to double as an enclosed playground for JK and SK students. As well, the Board requires that acceptable base materials include rubberized base or pea gravel.

After review of the request by staff, it is recommended that the request to proceed with the project be approved.

Report prepared by D. O'Connor, Manager Maintenance, Engineering and Design

14-1



PEACE MEMORIAL SCHOOL - SITE PLAN
NOVEMBER 20, 1974 (REV. MAY 21, 1971) SCALE: 1" = 60'-0"

CROCKETT ST.

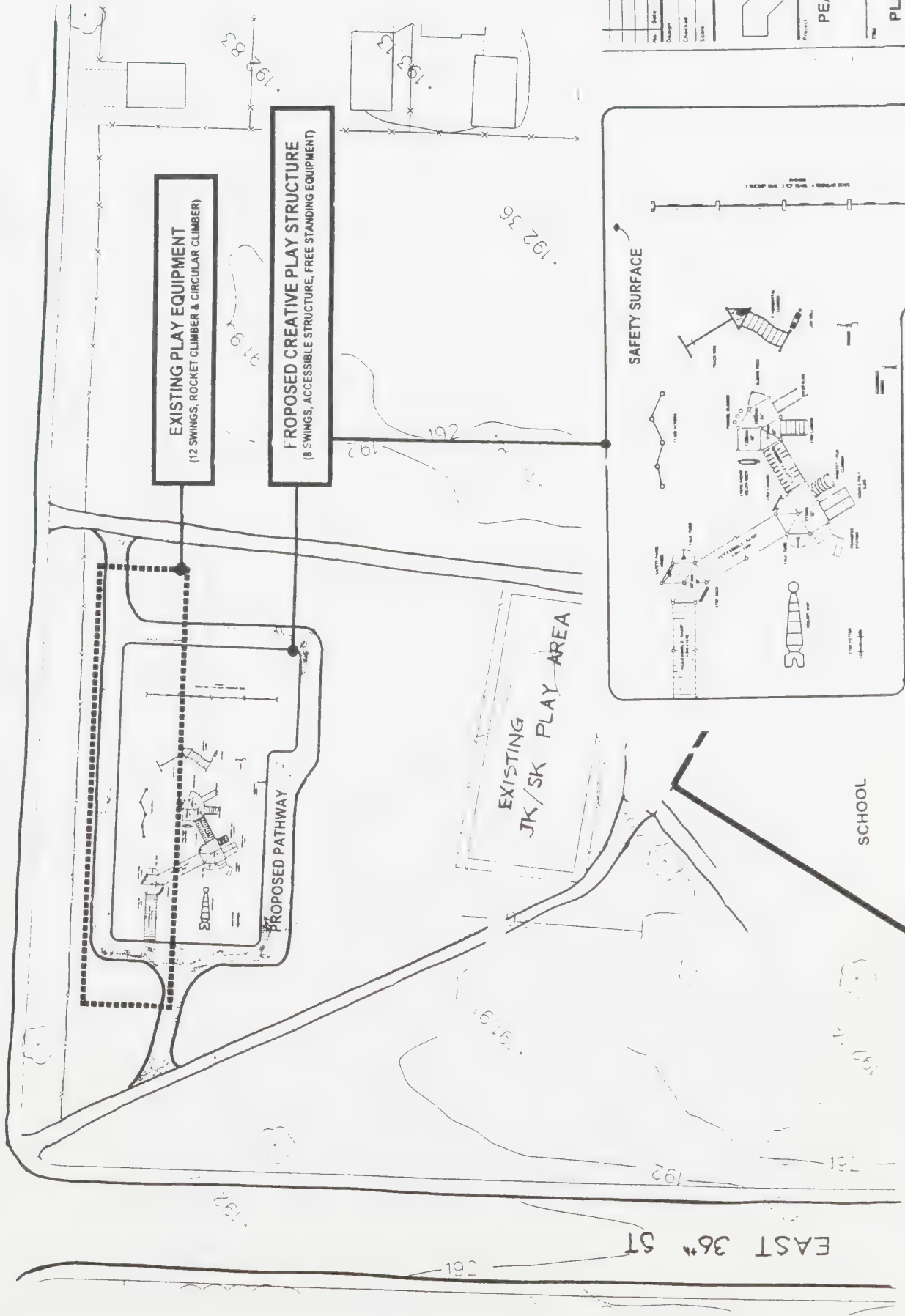
EAST 36TH ST.

14-2

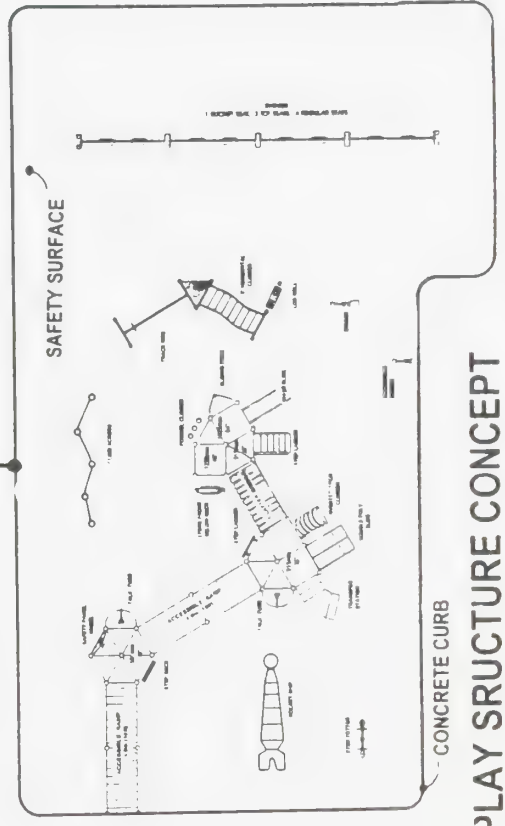
LAYOUT PLAN

SCALE N.T.S.

CROCKETT STREET



Project No.	14-2
Client	CITY OF HAMILTON
Project Name	PEACE MEMORIAL SCHOOL
Project Type	PLAY STRUCTURE LAYOUT
Design	Checked
Date	APRIL 11/90
Scale	



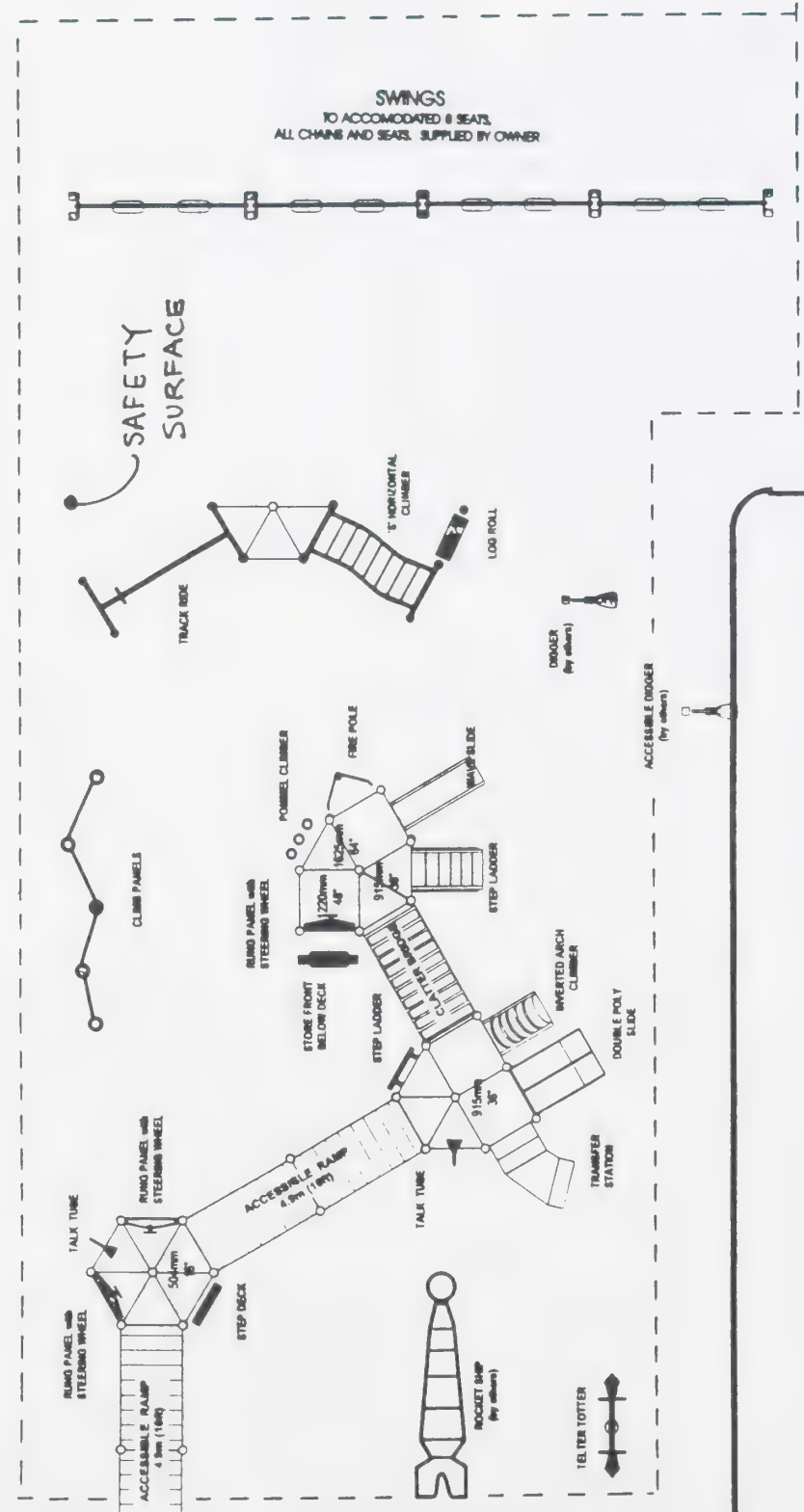
PLAY STRUCTURE CONCEPT



33meters

← 16 meters →

←————→ 19meters



PLAY STRUCTURE CONCEPT PLAN

SCALE N.T.S.

PEACE MEMORIAL SCHOOL

15

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

To: Allan A. Greenleaf, Director of Education

From: Krysa Croxall, Superintendent of Education

Date: April 1, 1998

Re: TAPLEYTOWN SEPTIC FIELD

Approved for distribution
by the Director.

Signature: Allan A. Greenleaf

Date: 1998.04.07

Attached to this memorandum is a report from Bruce Thomson, Manager of Plant, outlining the results of investigations (which occurred during the March Break) into the problems of the Tapleytown septic field. Mr. Thomson recommends a course of action which is currently being undertaken in accordance with the Board's tendering policy. It is expected that work will occur before the end of the school year. Diana Furry, Principal, is in agreement with the course of action and is prepared to accommodate any disruption to the school routine in order to ensure that the work is done in a timely fashion; all precautions required for the health and safety of the students will be taken.

15-1

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

30 March 1998

TO: Krys Croxall
Superintendent of Schools

FROM: Bruce Thomson
Manager of Plant

RE: TAPLEYTOWN SEPTIC FIELD

As a result of investigations performed prior to, and during the March Break, it has been determined that the septic field's poor performance is due to excessive amounts of ground water getting into the septic holding tank and pump chambers. When the septic pumps are activated they overcharge the field and blow-out occurs. We have yet to determine exactly why ground water is accumulating under the tarvia at the rear of the school, but our investigation revealed that

- ▶ broken tile lines from the school to the holding tank are allowing a significant steady amount of clear water into the holding tank
- ▶ when the holding tank inlet is plugged water builds up under the tarvia and forces itself into the holding tank and pump chambers around the access collars
- ▶ the amount of water pumped out of the tanks (by pumper truck) is 2-3 times greater than the amount of water used by the school from the cisterns over the same time period

The recommended course of action is as follows:

- ▶ to expose septic piping between the school and holding tank and have it repaired/replaced
- ▶ to seal the collars of the holding tank and pump chambers to eliminate leaks into the tanks
- ▶ to install a weeper system under the tarvia playground area in order to provide a drainage route for ground water to the rear of the property into an existing stream bed
- ▶ to continue daily pumping of the holding tank and pump chambers (cost \$100- daily) until the above repairs have been implemented

The cost of these measures should be accomplished within a value of \$10,000 that will be assessed against Plant's Planned Maintenance budget allocations for 1998.

cont'd.... /

15-2

page 2...../

This proposal was discussed at a meeting held March 23 at Tapleystown school with the system design engineer, public health, school principal and superintendent. All were in agreement that the proposed remediation should resolve the condition being experienced. The field itself has been designed to handle more than the existing school population. The Facility Supervisor is also in the process of replacing washroom fixtures with low water use types

A schedule of work is being arranged with the school in an effort to address repairs as soon as is practicable.



Btjw

pc

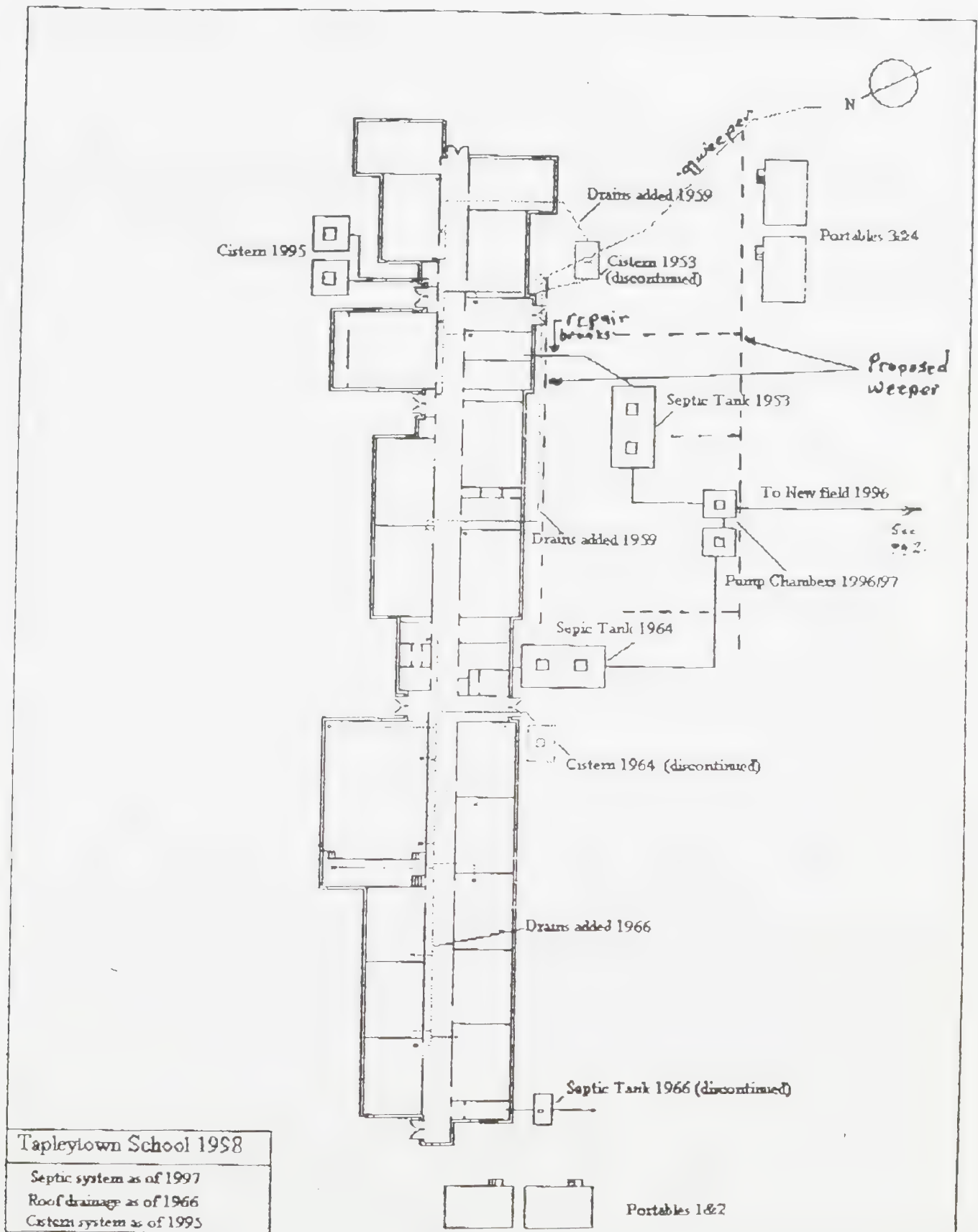
D. Furry - Principal, Tapleystown Elementary School

S. Stirling - Co-ordinator of Plant Services - East

K. Coveney - Facility Supervisor - Saltfleet Zone

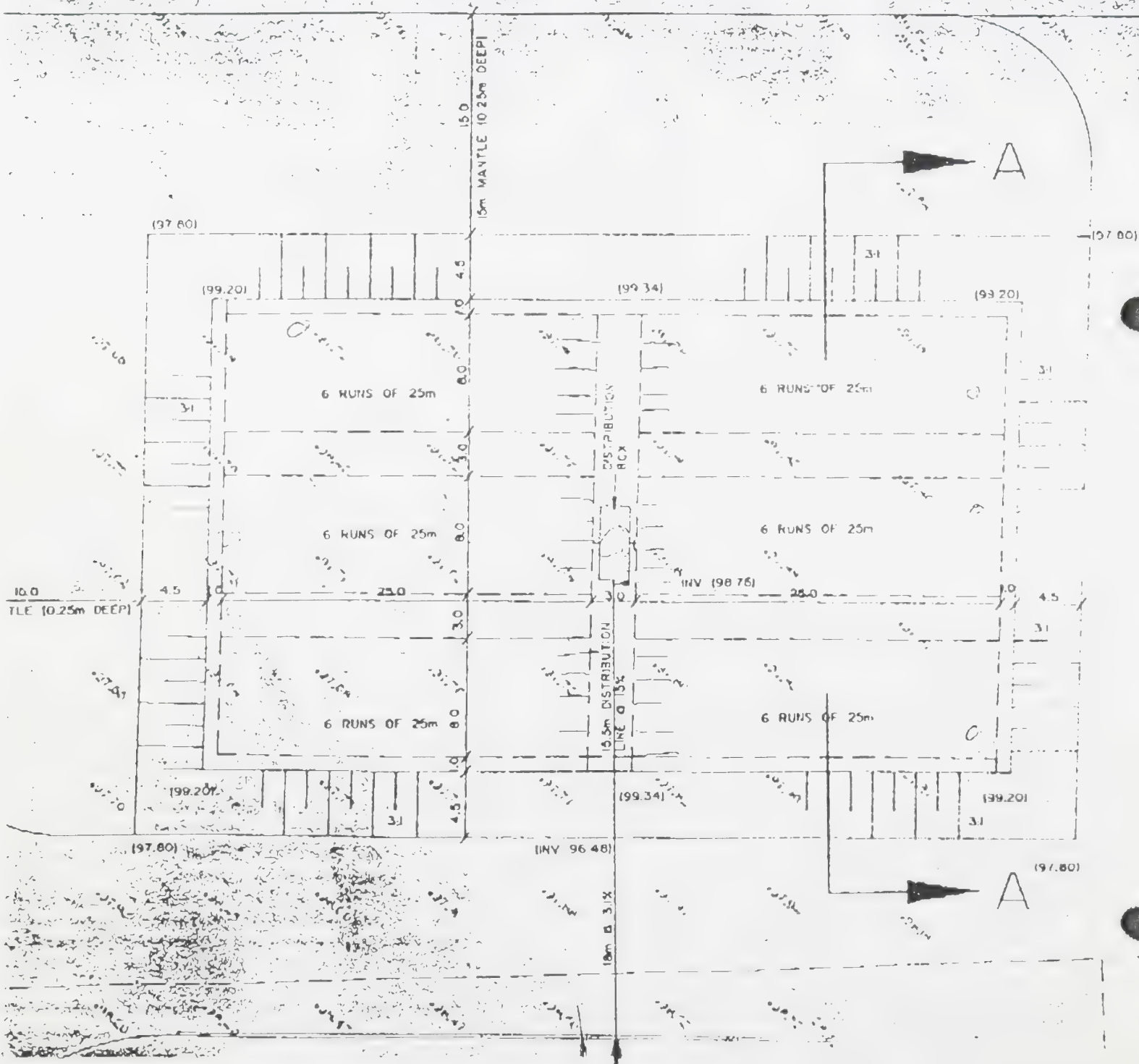
15-3

1



2

PROC



#16

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

TO: ALLAN A. GREENLEAF, DIRECTOR OF EDUCATION

FROM: KEN WATERS, SUPERINTENDENT OF SCHOOLS

DATE: APRIL 3, 1998

RE: MOUNT HOPE BUS ROUTES

Approved for distribution
by the Director.

Signature:

Ken Waters

Date:

1998.04.06

As discussed at Executive Council on Friday, April 3, 1998 it was decided to add an additional vehicle to service Mount Hope School. There has been substantial growth in the area. For the past number of months attempts were made to accommodate this growth by shifting bus stops and students between two of the existing buses. It was necessary to select stops with an appropriate number of students to reduce the load on bus #1 without overloading bus #4. The fewest number of bus stops were chosen to minimize the need to alter the routes. This alternative was temporary in nature and was intended to remain in place until the conclusion of the current school year.

However, there has been continued growth in the area. Also, the adjustments that were made have caused difficulties for one of the families affected by those changes.

It was agreed at Executive Council that the additional bus would be added following the Easter holiday at a cost of \$9,500. With the passage of the budget for the school year it has been determined that there are sufficient funds within the existing transportation budget allocation to accommodate this cost. Each of the three buses now in service on the east side of Highway 6 will be affected by the addition of the new vehicle. Times will change, mostly improve, for all of the students. There is a potential for some families now at the beginning of routes to be moved later in a route for scheduling/routing purposes. Every attempt will be made to minimize disruption. Wills Bus Lines Limited is the operator for the Mount Hope area. The company is willing to supply an additional bus at the current contractual rate for the remainder of the school year.

KW

KW:jb

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

M E M O R A N D U M

TO: Trustees

FROM: The Director of Education

RE: School Trips

Recommended Action:

It was moved by _____, seconded by _____ that the following trip requests be approved:

- (a) Grade 8 - Dalewood School, Science Trip - Brock University, St. Catharines, Ontario from May 6 to 8, 1998, inclusive;
- (b) Grade 8 - Highview School, Camping Trip - Kilcoo Camp, Minden, Ontario from May 26 to 30, inclusive;
- (c) Grades 4 to 5 - Lincoln Alexander School, Environmental Studies Trip, Toronto Zoo on April 20, 1998;
- (d) Grades 9 to OAC - Barton School, Track and Field Meet, London, Ontario on April 25, 1998;
- (e) Grades 9 to OAC - Barton and Sir Allan Macnab Schools, Track and Field Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- (f) Grades 9 to OAC - Barton School, History Trip, Midland, Ontario on June 2, 1998;
- (g) Grade 11 - Sir Allan Macnab School, Track Meet, Mansfield, Ohio, U.S.A. from April 17 to 18, 1998, inclusive;
- (h) Grade 11 - City and County Secondary Schools, Leadership Skills Trip [1 student per school], Bolton, Ontario from May 20 to 21, 1998, inclusive.

Rationale:

As per policy.

April 9/98

/rt

C O R R E S P O N D E N C E

BUSINESS COMMITTEE

1998 04 09

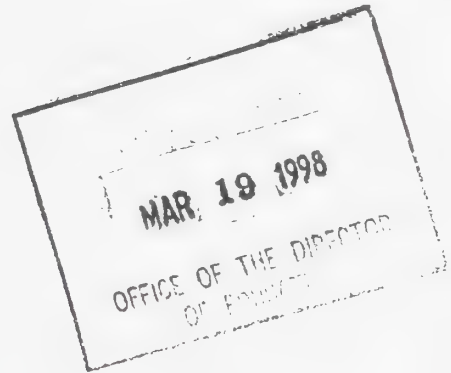
#19

TOWN OF FLAMBOROUGH
P.O. Box 50
Flamborough, Ontario L0R 2H0
163 Dundas Street East

Telephone (905) 689-7351
Lynden (519) 647-2577
Fax (905) 689-3310

March 11, 1998

Mr. Allan Greenleaf, Chairman
Hamilton-Wentworth District School Board
100 Main Street
Hamilton, Ontario
L8N 3L1



Dear Sir:

At their meeting of February 2, 1998, the Planning & Development Committee discussed the issue of elementary accommodation, particularly in the urban area of Waterdown and passed the following motion:

THAT Council supports the construction of a new catholic and a new public elementary school in the Town of Flamborough and that Council supports a local solution to over crowding in the interim ie. students receive their education instruction in their own community.

This motion was thereafter approved by Council on February 23, 1998 whereby they adopted the minutes of the Planning & Development Committee meeting. A copy of the document is attached.

If we may be of further assistance in this matter, please do not hesitate to call.

Yours truly,

A handwritten signature in cursive script, reading "Alexandra Rawlings". The signature is written in dark ink and is positioned above the printed name and title.

(Mrs.) Alexandra Rawlings, (A.M.C.T.)
Deputy Clerk

Enclosure
AR:is

5:00 OTHER BUSINESS:

5.01 Additional Correspondence

MOVED BY COUNCILLOR SHURVIN
SECONDED BY COUNCILLOR MCCARTHY

THAT the correspondence regarding Flamboro Quarries received from Mr. Jim Wilkinson, Mr. Chris Ward, Mr. Peter Barnes, Mr. Jim Coverdale, Mr. Archie McCoy, and Rod Steenbruggern BE RECEIVED.

Carried

MOVED BY MAYOR McMEEKIN
SECONDED BY COUNCILLOR MONTEITH

THAT the correspondence received from Mr. Richard Wellenreiter, with regard to housing intensification BE RECEIVED.

Carried

5.02 Temporary School Accommodation Proposal for St. Thomas

Councillor McCarthy raised the issue of school accommodation at St. Thomas School and requested that Council's endorsement be provided for a motion in this regard.

Mayor McMeekin indicated his support of the motion and suggestion that the words "public school" be added to it and Committee agreed with this suggestion.

MOVED BY COUNCILLOR MCCARTHY
SECONDED BY MAYOR McMEEKIN

THAT Council supports the construction of a new catholic and a new public elementary school in the Town of Flamborough and that Council supports a local solution to over crowding in the interim i.e. students receive their education instruction in their own community.

Carried

YEAS: Mayor McMeekin, Councillors McCarthy, Shurvin, Hume, Jamieson, Monteith
NAYS: Nil
ABSTAINED: Chairman Aggus
ABSENT: Councillor Kidd, Deputy Mayor Braden

6.00 NEW BUSINESS:

6.01 John Robison, C.A.O.

John Robison advised Committee that there was to be a presentation by an architect regarding intensification on Friday, February 6. He explained that Councillor Braden had contacted this architect following his attendance at a recent

THE CORPORATION OF THE TOWN OF FLAMBOROUGH

MOVED BY 

DATE February 23, 1998

SECONDED BY 

FILE NUMBER III-2

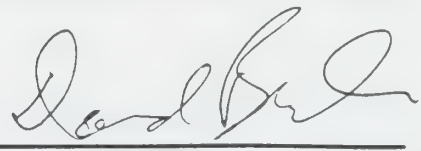
THAT the minutes of the Planning & Development Committee meeting of February 2, 1998
be adopted as circulated, and as amended

Moved by Councillor Shurvin
Seconded by Councillor Hume

THAT the minutes be amended to note that final approval of the by-law for
First Service Dental Supply Corporation be delayed pending payment of the
development charges applicable at the time of issuance of the building permit.

Carried

YEAS	DIVISION VOTE	NAYS
	BRADEN	
	AGGUS	
	MCCARTHY	
	SHURVIN	
	HUME	
	KIDD	
	JAMIESON	
	MONTEITH	
✓	MCMEEKIN	
CARRIED		LOST


MAYOR

D I S T R I B U T I O N

BUSINESS COMMITTEE
1998 04 09

#20

Ministry of Education
and Training

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
et de la Formation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



FAX TO: Senior Business Officials
FROM: Wayne Burtnyk
DATE: March 31, 1998
SUBJECT: New Funding Model - Technical Papers

It has come to our attention that some school boards have experienced difficulty in connecting to our FTP site for downloading the technical paper on the new education funding model. See below for an additional FTP site which boards have been able to connect to.

We expect to have the Technical Papers (english and french) related to the calculations in the new funding model available on the government FTP sites listed below by around 4:00pm today. In the event boards still cannot access the FTP sites listed below the originals will be mailed to you once they are ready. Please follow the instructions below for accessing the government FTP sites.

at the Netscape URL prompt, please type either

<ftp://ns.edu.gov.on.ca/coga/edufund/tecpaper.zip>

or

<ftp://192.68.229.67/coga/edufund/tecpaper.zip>

or

<ftp://anonymous:123@ns.edu.gov.on.ca/coga/edufund/tecpaper.zip>

Download the files that you require. Please remember to use lower case letters when typing in the URL descriptor. We have tested these sites using netscape version 2.0 or higher. If you have an earlier version of Netscape and are unable to connect to the FTP site please try to use a later version. The file tecpaper.zip is in a compressed file format. To uncompress, use the pkunzip.exe utility file.

Please continue to call Education Finance or Capital and Operating Grant Branch staff with questions about the new funding model.

Wayne Burtnyk
Acting Director
Education Finance Branch

Note to Trustees: I am aware that some concern was expressed amongst trustees that we had not distributed the "working papers" available on the Ministry site. The memorandum explains some of the reasons for delay in our being able to do so. D. Grant and H. Veerman are currently analyzing the data provided and expect to have their findings available by about the middle of April. Additional information is expected from the Ministry meeting on April 11th.

AS DISTRIBUTED AT
1998 04 07 MINISTRY
MEETING IN TORONTO

A. GREENLEAF &
L. VEERMAN
IN ATTENDANCE

Student Focused Funding

Pupil Accommodation Grants

#21

April 3, 1998

Student Focused Funding

- ◆ Consists of three categories:
 - a *foundation grant* that provides for the core education of every student in Ontario;
 - nine *special purpose grants* that recognize the different circumstances faced by students and school boards; and
 - a *pupil accommodation grant* that pays for the cost of heat, lights, maintenance, and the construction of new schools.

School Accommodation Needs

- ◆ Operating Schools (i.e. Heating, Lighting, Cleaning)
- ◆ Maintaining Schools
- ◆ Repairing Schools
- ◆ Renovating/Replacing Schools
- ◆ New Pupil Places (i.e. Additions, New Schools)

Pupil Accommodation Grants will assist boards to address these issues

21-2

Basic Principles

- ◆ Boards are responsible for:
 - providing student accommodation effectively and efficiently
 - operating and maintaining schools effectively and efficiently
- ◆ Government is responsible for:
 - providing adequate financial resources to address schools accommodation needs
 - providing boards with flexibility to permit them to address these needs
 - monitor board activities to ensure appropriate accountability

21-3

Pupil Accommodation Grants

- ◆ Eliminate capital grants for specific projects
- ◆ Provide annual per-pupil operating grant allocations
 - to operate (heat, light, clean) schools
 - to rehabilitate/renovate schools
 - to acquire new pupil places to accommodate students in growth areas (i.e. where enrolment exceeds existing capacity)
- ◆ Boards free to use funds according to their accommodation needs
- ◆ Flexibility to enter into wide variety of arrangements
 - in-house or outsource cleaning
 - in-house or outsource maintenance
 - debentures for new facilities owned by the board
 - long-term leases for new facilities owned by the private sector
 - short-term leases for new facilities
 - time-share arrangements in specialized facilities

21-4

Dealing with Capital-related Debt

- ◆ Boards will receive grants equal to the servicing costs for capital-related debt **incurred prior to December 31, 1996**, i.e.,
 - Debentures
 - Long-Term Capital Loans
 - Capital Not Permanently Financed
 - boards will be required to provide detailed information on the payment schedules for such debt to the Ministry this spring
- ◆ Boards are responsible for capital-related debt **incurred after December 31, 1996**
 - boards were advised in February 1997 that:
 - they were responsible for the difference between the total cost of capital projects being undertaken and the previously approved provincial grant for the project; and
 - no additional grants would be provided in 1998 or subsequent years to meet the boards' commitments

Pupil Accommodation Grants

- ◆ determined on a per-pupil basis
- ◆ formulas differentiate between traditional elementary and secondary panels and adult education
- ◆ basic structure of the formula is the same for each category

21-6

21-7

Pupil Accommodation Grant Formulas

<i>Total Grant for Pupil Accommodation</i>		=	Grant for New Pupil Places	+	Grant for School Renewal	+	Grant for School Operation
<i>Grant for New Pupil Places</i>	Enrolment in excess of Capacity	X	Benchmark Area Requirement per Pupil	X	Benchmark Construction Cost per Sq. Ft.	X	Geographic Adjustment Factor
<i>Grant for School Renewal</i>	Enrolment	X	Benchmark Area Requirement per Pupil	X	Benchmark Renewal Cost per Sq. Ft.		
<i>Grant for School Operation</i>	Enrolment	X	Benchmark Area Requirement per Pupil	X	Benchmark Operating Cost per Sq. Ft.		

- ◆ Geographic adjustment factor applied to Grants for New Pupil Places to recognize differences in construction costs across the province
- ◆ Impact of geographic factors on custodial and maintenance, and facilities renewal costs has been built into the Small Schools Grant, the Remote and Rural Boards Grant, and the Early Learning Grant

Grant for New Pupil Places

- ◆ provided only to boards whose enrolment exceeds the capacity of their schools
- ◆ calculated separately for elementary and secondary panels
- ◆ grants will increase as enrolment in the board increases, and will decrease as enrolment decreases

Grant for New Pupil Places

	Enrolment in = excess of Capacity	Benchmark	Benchmark	Geographic
		X Area	X Construction	X Adjustment
		Requirement per Pupil	Cost per Sq. Ft.	Factor

Grants for New Pupil Places (cont'd)

Grant for New Pupil Places	Elementary Panel	Secondary Panel
Enrolment	"Day School Average Daily Enrolment" of pupils enrolled in Junior Kindergarten, Kindergarten and Grades 1 through 8	"Day School Average Daily Enrolment" of pupils enrolled in Grades 9 through OAC, excluding students 21 years of age and older
Capacity of Existing Schools	Capacity of the board's elementary schools as at September 1, 1998, as determined using data reported in the School Facilities Inventory System.	Capacity of the board's secondary schools as at September 1, 1998, as determined using data reported in the School Facilities Inventory System.
Benchmark Area Requirement per Pupil	100 square feet <ul style="list-style-type: none"> will provide sufficient teaching and ancillary space to permit the effective delivery of elementary school programming consistent with the average class size limits specified under the <i>Education Quality Improvement Act</i>, 1997, and provide additional space required to accommodate the typical distribution of special education, learning opportunities and language (e.g. ESL etc.) programming 	130 square feet <ul style="list-style-type: none"> will provide sufficient teaching and ancillary space to permit the effective delivery of secondary school programming consistent with the average class size limits specified under the <i>Education Quality Improvement Act</i>, 1997, and provide additional space required to accommodate the typical distribution of special education, learning opportunities and language (e.g. ESL etc.) programming
Benchmark Construction Cost per Square Foot	\$11.00 per square foot <ul style="list-style-type: none"> represents the estimated cost of \$117 per sq. ft. to design, construct, furnish and equip new elementary schools, amortized over a 25 year period 	\$12.00 per square foot <ul style="list-style-type: none"> represents the estimated cost of \$126 per sq. ft. to design, construct, furnish and equip new secondary schools, amortized over a 25 year period
Geographic Adjustment Factor	Board Specific <ul style="list-style-type: none"> Based on the distance component of the Remote and Rural Boards Grant 	Board Specific <ul style="list-style-type: none"> Based on the distance component of the Remote and Rural Boards Grant

Measuring Capacity of Existing Schools

- ◆ To be based on information on each school in Ontario being compiled through the School Facilities Inventory Database.
- ◆ To be overseen by a committee comprised of Ministry and school board personnel
 - co-chairs: Drew Nameth (MET)
John Sabo (York Catholic District School Board)
 - membership has not yet been determined
 - representative - Public/Separate Boards
English/French Boards
Large/Medium Small Boards
Geographic Distribution

Child Care Centres

- ◆ Space that was being used to accommodate school-based child care centres as at December 31, 1997 will not be included in the capacity calculations
- ◆ Surplus space that may be converted to child care use after December 31, 1997, however, will continue to be included in the calculation of the capacity of schools.

Disposition of Surplus Schools

- ◆ Boards are responsible for determining:
 - whether or not a school is surplus; and
 - whether or not the surplus property should be leased or sold.
- ◆ Capacity of all schools retained after September 1998 will be netted against enrolment in determining Grants for New Pupil Places even if the board were to sell the property at some time in the future.
- ◆ Requirements for disposal of surplus schools are outlined in Ontario Regulation 497/97 which came into effect on January 1, 1998.

21-11

Disposition of Surplus Schools (cont'd)

A. Before September 1, 1998

- ◆ must offer it to the other boards operating in the area in which the school is located.
 - Regulation 497/97 specifies priority order
 - this offer shall be at no cost.
 - the capacity of the school **will be included** in the calculation of Grants for New Pupil Places for the “acquiring” board
 - the capacity of the school **will not be included** in the calculation of Grants for New Pupil Places for the board disposing of the surplus school
- ◆ Should none of the co-terminous boards require the school the school is to be offered to the Ontario Realty Corporation (ORC).
 - this offer shall be at no cost.
 - Proceeds from the ORC's sale of these properties will accrue to the province.
 - the capacity of the school **will not be included** in the calculation of Grants for New Pupil Places for the board disposing of the surplus school

Disposition of Surplus Schools (cont'd)

B. After September 1, 1998

- ◆ The capacity of all schools retained after September 1, 1998 will be used to determine the board's Pupil Accommodation Grant entitlements.
- ◆ If the board chooses to sell the property at some point in the future, the proceeds of the sale will remain with the board, but must be used to address pupil accommodation issues.
- ◆ Must offer it to the public sector agencies operating in the area
 - Regulation 497/97 specifies priority order
- ◆ Must seek full market value when selling schools
 - **Exception:** the price for the property (land and buildings) is not to exceed the provincial grant for new pupil places when the purchaser is:
 - a coterminous school boards where enrolment exceeds capacity;
 - a provincial school offering programs leading to a diploma; and
 - a publicly-funded care and treatment facility offering programs leading to diploma
- ◆ Property may be sold on the open market if no acceptable offer received

21-14

Use of the Grants for New Pupil Places

- ◆ Boards will be required to establish Pupil Accommodation Reserve Funds
 - Grants for New Pupil Places are to be deposited in this reserve
 - Grants for School Renewal are also to be deposited in this reserve
- ◆ The Pupil Accommodation Reserve is to be used solely to:
 - acquire new facilities to accommodate students, e.g.
 - new schools
 - additions to existing schools
 - temporary accommodation where enrolment is expected to decline in the future
 - repair or renovate existing schools
- ◆ Boards encouraged to take into account cost implications over the life cycle of their schools in making decisions regarding the use of funds in their Pupil Accommodation Reserve
- ◆ Funds not utilized within a fiscal year are to remain in the reserve for use in future years

Use of the Grant for New Pupil Places (cont'd)

- ◆ Wide range of arrangements available to boards
 - meet debenture payments for capital projects which would be owned by the board
 - enter into long- and short-term lease arrangements for facilities with the private sector
 - enter into multi-use partnership agreements with:
 - other boards
 - municipalities
 - private sector
- ◆ Guidelines to assist boards to assess proposals involving private sector financing to be developed
- ◆ Boards will not be required to seek Ministry approval of capital projects before they are undertaken
 - boards will be required to report on each project immediately after financing arrangement have been finalized
 - information will be made available to other boards

21-15

Use of the Grant for New Pupil Places (cont'd)

- ◆ Grants for New Pupil Places are not intended to be used for the purchase of sites
- ◆ Boards are responsible for acquiring sites needed for new schools
 - from within their existing land holdings
 - using proceeds from the sale of surplus property
 - as part of long-term lease arrangements with private sector for new schools
 - through special agreements with the private sector and/or municipalities (e.g. for multi-use facilities)
 - using savings from the boards' operating budgets
 - Education Development Charges (EDCs)
- ◆ Legislation pertaining to EDCs
 - Division E of Part IX of the *Education Act*
 - Ontario Regulation 20/98

21-16

Education Development Charges for School Sites

- ◆ Only boards in growth areas where average enrolment over the proposed 5-year term of an EDC by-law is projected to exceed the capacity of their schools will be permitted to impose EDCs.
- ◆ Boards may have EDC by-laws only in upper tier municipalities in which new schools are to be constructed
 - by-laws covering more than one upper-tier will be permitted for border schools with the prior approval of the Minister of Education and Training
- ◆ Boards may have one EDC by-law covering the entire upper-tier municipality
- ◆ Boards may have separate by-laws for different areas within the upper-tier municipality
- ◆ EDC by-laws to apply to residential and non-residential development

21-17

Education Development Charges (cont'd)

- ◆ The regulation stipulates maximum site sizes
- ◆ The regulation sets out requirements for the background study, the Ministry review, the public notice and meeting requirements
- ◆ To impose Education Development Charges an eligible board is required to:
 - prepare a background study which documents:
 - the rationale for the charge; and
 - the calculation of the charge (residential and non-residential)
 - a 15-year planning horizon for housing starts
 - enrolment projections
 - land requirements and costs
 - Ministry to review background study prior to By-law passage
 - hold at least one public meeting regarding the proposed by-law

Grant for School Renewal

- ◆ provided on a per-pupil basis to all boards to offset the costs to repair and renovate schools
- ◆ grants will not be impacted by the amount of space that a board owns
- ◆ calculated separately for the traditional elementary and secondary panels, and for adult education

$$\begin{array}{c}
 \text{Grant for} \\
 \text{School} \\
 \text{Renewal}
 \end{array}
 =
 \begin{array}{c}
 \text{Enrolment} \\
 \\
 \\
 \text{Benchmark} \\
 \text{X Area} \\
 \text{Requirement} \\
 \text{per Pupil}
 \end{array}
 \begin{array}{c}
 \text{Benchmark} \\
 \text{X Renewal} \\
 \text{Cost per Sq.} \\
 \text{Ft.}
 \end{array}$$

21-19

Grants for School Renewal (cont'd)

Grant for School Renewal	Elementary Panel	Secondary Panel	Adult Education
Enrolment	"Day School Average Daily Enrolment" of pupils enrolled in Junior Kindergarten, Kindergarten and Grades 1 through 8	"Day School Average Daily Enrolment" of pupils enrolled in Grades 9 through OAC, excluding students 21 years of age or older	"Day School Average Daily Enrolment" of students 21 years of age or older plus the "Average Daily Enrolment" of students enrolled in Continuing Education credit courses during the day
Benchmark Area Requirement per Pupil	100 square feet	130 square feet	100 square feet • lower than the traditional secondary school panel because no additional space is required for special needs programs.
Benchmark Renewal Cost per Square Foot	Weighted average of \$0.64 and \$0.96 per square foot with the weights reflecting the area of elementary schools under and over 20 years of age respectively	Weighted average of \$0.64 and \$0.96 per square foot with the weights reflecting the area of secondary schools under and over 20 years of age respectively	Weighted average of \$0.64 and \$0.96 per square foot with the weights reflecting the area of secondary schools under and over 20 years of age respectively

Benchmark Area Requirement per Pupil

- ◆ The joint Ministry-board review committee to make recommendations on appropriate adjustments for individual boards to take into account:
 - additional space requirements associated with the need to serve a disproportionate number of pupils in special education, learning opportunities and language programming;
 - physical characteristics of existing schools that are not easily modified to conform to the standard benchmarks; and
 - one school communities where enrolment levels do not permit the board to operate at benchmark levels.

21-21

Use of the Grant for School Renewal

- ◆ Grants for School Renewal to be deposited in the Pupil Accommodation Reserve
- ◆ Grants for New Pupil Places also to be deposited in the Pupil Accommodation Reserve
- ◆ The Pupil Accommodation Reserve is to be used solely to:
 - acquire new facilities to accommodate students, e.g.
 - new schools
 - additions to existing schools
 - temporary accommodation where enrolment is expected to decline in the future
 - repair or renovate existing schools
- ◆ Boards encouraged to take into account cost implications over the life cycle of their schools in making decisions regarding the use of funds in their Pupil Accommodation Reserve
- ◆ Funds not utilized within a fiscal year are to remain in the reserve for use in future years

Grant for School Operation

- ◆ provided on a per-pupil basis to all boards to offset the costs to heat, light, clean and maintain schools
- ◆ grants will not be impacted by the amount of space that a board owns
- ◆ calculated separately for the traditional elementary and secondary panels, and for adult education

$$\begin{array}{rcl}
 \textit{Grant for} & & \\
 \textit{School} & = & \text{Enrolment} \\
 \textit{Operation} & & \\
 & & \text{X Area} \\
 & & \text{Benchmark} \\
 & & \text{Requirement} \\
 & & \text{per Pupil} \\
 & & \text{X Operating} \\
 & & \text{Cost per Sq.} \\
 & & \text{Ft.}
 \end{array}$$

21-23

Grant for School Operation (cont'd)

21-24

Grant for School Operation	Elementary Panel	Secondary Panel	Adult Education
Enrolment	"Day School Average Daily Enrolment" of pupils enrolled in Junior Kindergarten, Kindergarten and Grades 1 through 8	"Day School Average Daily Enrolment" of pupils enrolled in Grades 9 through OAC, excluding students 21 years of age or older	"Day School Average Daily Enrolment" of students 21 years of age or older plus the "Average Daily Enrolment" of students enrolled in Continuing Education credit courses during the day
Benchmark Area Requirement per Pupil	100 square feet <ul style="list-style-type: none"> identical to the benchmark used to determine Grants for School Renewal 	130 square feet	100 square feet
Benchmark Operating Cost per Square Foot	\$5.20 per square foot <ul style="list-style-type: none"> reflects the median custodial and maintenance expenditures per square foot 	\$5.20 per square foot <ul style="list-style-type: none"> reflects the median custodial and maintenance expenditures per square foot 	\$5.20 per square foot <ul style="list-style-type: none"> reflects the median custodial and maintenance expenditures per square foot

Use of the Grant for School Operation

- ◆ funds are intended to be used to heat, light, clean and maintain schools
- ◆ the Grant for School Operation does **not** have to be deposited in a board's Pupil Accommodation Reserve
- ◆ boards may not use funds from their Pupil Accommodation Reserve to supplement the Grant for School Operation
 - boards may supplement the Grant for School Operation from savings from other parts of their operation
- ◆ savings from the Grant for School Operation may be used according to the board's priorities, e.g.
 - to augment the Pupil Accommodation Reserve;
 - to purchase classroom computers;
 - to purchase textbooks, software and other learning materials

21-25

Accountability

- ◆ Long-range plan to be submitted every three years
 - enrolment projections
 - plans to construct new schools
 - plans for facilities renewal
- ◆ Annual report on use of funds for school operation and renewal
 - information to assess relative efficiency and effectiveness of expenditures made for heating, lighting, cleaning etc.
 - information regarding improvements made to schools
 - customer satisfaction indicators
 - school councils
 - Special Education Advisory Committees (SEACs)
 - best practices identified
 - information shared via Ministry Website
- ◆ Reports regarding Major Projects (i.e. Additions; New Schools)
 - information to assess relative efficiency and effectiveness of project design, construction, financing etc.
 - information shared via Ministry Website

AS DISTRIBUTED AT
1998 04 07 MINISTRY
MEETING IN TORONTO

A. GREENLEAF &
L. VEERMAN
IN ATTENDANCE

New Student-Focused Funding: An Overview

#22

Operations and Field Services Branch

New Fair Funding For Education

- Increased classroom spending
- Funding is fair and equitable
- Class size protection
- Investments in early learning
- Identified funding for textbooks and learning materials

New Fair Funding For Education

- Support for students with special needs
 - ▶ Special education
 - ▶ English as a Second Language and ALF/PDF
 - ▶ Students at risk
- Support for adult education
- Flexible new approach for funding school construction

New Fair Funding For Education

- Support for small, northern and rural schools and school boards
- Phased in over 3 years with an extended phase in for Toronto and Ottawa-Carleton
- Increased accountability

Overview of New Funding Approach

- Simpler, more effective system of grants
 - ▶ **Foundation Grant** to provide for core education for every student in Ontario
 - ▶ **Nine Special Purpose Grants** to recognize differences in students' needs local circumstances
 - ▶ **Pupil Accommodation Grant** to pay for building new schools, operating and maintenance costs, and repairs and renovations

Student-Focused Funding

1.

2.

Foundation
Grant

Special Purpose
Grants

Pupil
Accommodation
Grant



"Allocation" = Total Board Budget

Local Education Property Taxes

+

Provincial Education Grant

Operations and Field Services Branch

22-5

Foundation Grant

Total Foundation Grant for 1998-99:\$7.0 billion

ELEMENTARY	\$/ STUDENT	SECONDARY	\$/STUDENT
Classroom teacher (class size: 25:1)	2,331	classroom teacher (class size: 22:1)	2,362
teacher assistants	5	teacher assistants	0
textbooks and learning materials	75	textbooks and learning materials	0
Classroom supplies	77	classroom supplies	173
classroom computers	43	classroom computers	56
library and guidance	82	library and guidance	208
professionals and paraprofessionals	65	professionals and paraprofessionals	102
preparation time	227	preparation time	458
teacher consultants	37	teacher consultants	42
school administration	425	school administration	452
TOTAL GRANT	3,367	TOTAL GRANT	3,953

Special Purpose Grants

- Special Education Grant
- Language Grant
- Early Learning Grant
- Learning Opportunities Grant
- Geographic and School Authorities Grant
- Teacher Compensation Grant
- Adult and Continuing Education Grant
- Transportation Grant
- School Board Administration and Governance Grant

Special Purpose Grants (Cont'd).

Special Education Grant

- **Total Special Education Grant for 1998-99**
\$1.052 billion
- Provides students with special needs support reach their full educational potential
- Two components
 - ▶ A Special Education Per Pupil Amount (SEPPA)
 - ▶ An Intensive Support Amount (ISA)

Special Purpose Grants Cont'd.

Special Education Grant cont'd

- Special Education Per Pupil Amount (SEPPA) provide additional education programmes that do not address common exceptionalities that do not require a high level of financial assistance
 - ▶ Fixed amount per student based on total school enrolment

Special Purpose Grants Cont'd.

Special Education Grant cont'd

- Intensive Support Amount (ISA) to address needs of students who require very high cost specialized programming
 - ▶ Funding at different levels to meet specific needs of exceptional pupils
 - ▶ Funding stays with student if he or she moves to different board
- Funding is "targeted" for special education

Special Purpose Grants Cont'd.

Language Grant

■ Total Language Grant for 1998-99: \$37.4 million

■ Six components:

- ▶ English as a Second Language (ESL) for students whose first language is not English
- ▶ French as a Second Language (FSL) for core French extended French and French immersion programs and English school boards
- ▶ Français langue maternelle (FLM) for new French language boards to recognize higher costs of instructional and learning materials

Special Purpose Grants Cont'd.

Language Grant cont'd.

- Actualisation linguistique en français/ Perfectionnement du français (ALF/PDF) to help students attending French language school boards who need to upgrade their French language skills
- Native Language Instruction (NSI) for boards who wish to offer Native language courses
- International Language Instruction (elementary) for languages other than English or French (sometimes called "Heritage Languages" classes) funded through the Continuing Education Grant

Special Purpose Grants Cont'd.

Early Learning Grant

- Total Early Learning Grant for 1998-99: \$10.2 million
- To ensure children are given a successful start in school
- Targeted to children up to grade 3
- School boards will have the flexibility to design early learning programs that best meet the needs of children in the community

Special Purpose Grants Cont'd.

Early Learning Grant cont'd

- Boards that currently offer Junior Kindergarten will be able to continue
- ▶ Funding for Junior Kindergarten will be provided through the **Foundation Grant, Special Purpose and Pupil Accommodation Grant**, which will recognize these students in enrolment count

Special Purpose Grants Cont'd.

Early Learning Grant cont'd.

- Boards that do not offer Junior Kindergarten will get an **Early Learning Grant**, sufficient to introduce JK or to provide alternative program or enrichment programs for children in Kindergarten to Grade 3
- Funding for full-day SK will be provided for 1998/1999; beyond 1998/1999, boards will have the flexibility to continue this program

Special Purpose Grants Cont'd.

Learning Opportunities Grant

■ **Total Learning Opportunities Grant for 1998-99: \$185 million**

- To assist in addressing needs of students at risk of academic failure because of social and economic conditions
- Grant supports a wide range of programs to help improve students' educational achievement

Special Purpose Grants Confidential

Learning Opportunities Grant confidential

- Risk factors recognized by grant:
 - ▶ Low family income
 - ▶ Low parental education
 - ▶ Recent immigration
 - ▶ Aboriginal status

Special Purpose Grants Cont'd.

Geographic & School Authorities Grant

■ Total Geographic & School Authorities Grant for 1998-99: \$176 million

■ To address extra costs of operating schools in remote and rural areas

■ Three components:

- ▶ Remote and Rural Boards to reflect the higher cost of purchasing goods and services for boards that are far from urban centres
- ▶ Small Schools to offset the higher per student cost of providing an adequate range of programs in small schools
- ▶ School Authorities for isolate boards, which usually operate one school in a remote area

Special Purpose Grants Cont.

Teacher Compensation Grant

- **Total Teacher Compensation Grant for 1998-99: \$823 million**
- Provided to recognize the varying salary costs created by the normal range in teachers' qualifications and experience
- Supplements funding for classroom teachers provided in the Foundation Grant

Special Purpose Grants Cont'd

Adult and Continuing Education Grant

- **Total Grant for 1998-99: \$187 million**
- Provides opportunity for adults to earn high school diploma
- For adults over 21
- Covers credit courses leading to high school diploma and language training
- Options for study include daytime, night school, correspondence courses
- Also covers summer school for high school students and heritage language instruction

Special Purpose Grants Cont'd

Transportation Grant

■ Total Transportation Grant for 1998-99.
\$560 million

■ To meet the costs of transporting pupils from home to school or from school to school

■ Transportation for students with special needs
special education programs and to the first Provincial Schools for the deaf, deaf/blind and severely disabled

■ Same expenditure level as in 1997

► Formula being developed for 1999-2000

Special Purpose Grants Cont'd.

Transportation Grants cont'd.

- Ontario Government will work with school boards and school bus operators to review funding for student transportation
- School boards are encouraged to improve efficiencies in pupil transportation by developing cooperative approaches

Special Purpose Grants Cont'd.

School Board Administration and Governance Grant

- Total School Board and Governance Grant for 1998-99: \$424 million
- Covers costs of governing school boards, administration costs and the costs of operating board offices and central facilities

Special Purpose Grants (Cont'd).

School Board Administration and Governance Grant component

■ Three components:

▶ Trustees: covers honoraria of trustees and modest claims for travel and out-of-pocket expenses

▶ Directors and Supervisory Officers: covers salaries, benefits, travel and other expenses of school board directors and supervisory staff (above the rank of principals)

▶ Central administration: covers salaries, benefits and other expenses of all other administrative support staff, and costs of operating a school board office

Special Purpose Grants Cont'd.

School Board Administration and Governance Grant continued

- New grant will make the cost of school board administration and governance clear to parents and taxpayers
- Expenditures on governance and administration will be reduced from \$599 million to \$424 million
- Funding is capped

Pupil Accommodation Grants cont'd.

■ Total Pupil Accommodation Grant for 1998-99: \$1.737 billion

■ Funding provided for:

- ▶ Operating and maintenance costs (e.g. heating, lighting, cleaning)
- ▶ Repairs and renovations
- ▶ Building new schools
- ▶ Debt servicing costs for prior capital commitments

Pupil Accommodation Grants

- Based on private sector benchmarks
- Flexible approach provides faster, more efficient funding when new school space is needed
- Funding for repairs and renovations and new school is targeted

Classroom Spending Defined, Protected

The funding boards receive through these eleven grants will be spent in two areas:

■ Classroom

▶ Classroom spending contributes directly to supports classroom learning

- Classroom teachers
- Supply teachers
- Teacher assistants
- Textbooks and classroom supplies
- Library and guidance services
- Professional and paraprofessional services (such as school psychologists and speech pathologists)
- Funding for staff development

▶ By the year 2000, classroom spending will increase by \$583 million.

Classroom Spending Defined, Protected cont'd

■ Non-classroom

Non-classroom spending includes all other funding some of which may go to schools, and some of which goes to school boards offices.

- Trustees
- School board administration
- Debt charges
- Directors of education and supervisory officers
- Teacher preparation time
- Department heads
- Transportation
- Teacher consultants
- School operations
- Continuing education
- Principals and vice principals
- School secretaries

Investing In Quality

Student-focused funding supports our goal of improved student achievement. An Ontario education will offer students a passport to jobs, hope and opportunity and growth.

- Increasing spending in the classroom
- Focusing resources on individual students and teachers
- Class size protection
- Investing in early years to ensure students get a successful start to school

Investing In Quality cont'd

- Increasing assistance to children at risk
- Protected programming to ensure students with special needs get the help they need to succeed
- Protected funding for English as a Second Language and the French-language equivalent (ALF/PDF)

WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

MAY 14, 1998

6:30 p.m.

A G E N D A

6:30 p.m.

1. Call to Order
2. Approval of Minutes of April 9, 1998
3. Business Arising from the Minutes
 - (a) Correspondence to MOET re accommodation concerns in Flamborough
4. Approval of Agenda

L. Orban

A. Greenleaf

ACTION ITEMS:

5. 1997 Financial Statements and Auditors' Reports
 - (a) The Board of Education for the City of Hamilton
 - (b) The Wentworth County Board of Education
6. 1997 Foundation Report
7. County School Awards
8. Update - Mountain View Closure - Contamination
9. (a) Joint Occupational Health and Safety Committee re Ancaster High
 - (b) Ministry of Labour Orders, Ancaster High
10. Assessment and Remediation of Mould in School Buildings
11. Update - Mount Albion Mould Situation
12. Guy Brown Accommodation, September, 1998
13. Education Development Charges Report
14. Face-Lift Project Report
15. School Surplus/Deficit Budget Carry Forward Report
16. Trustee representative on Science Curriculum training team (May 19,20,21)
17. School Trips

D. Grant/I. Polidori

D. Grant/I. Polidori

D. Grant

B. Thomson

A. Greenleaf

P. Gillie

K. Croxall

W. Joudrie/K. Bain

D. Grant

C. MacKenzie

K. Bain

K. Croxall

Superintendents

CORRESPONDENCE:

18. W.H. Ballard Elementary School re renovation fund (Administration)
19. City of Hamilton re Bus Service to Lisgar School (Administration)
20. Power Failure at Dr. J. Seaton Elementary School (Receive and file)
21. Thames Valley District School Board re letter to MOET re unfunded debentures (Receive and file)

DISTRIBUTION:

Nil.

22. Public Questions for Clarification

Future Meetings:

Regular Board

Special Education Advisory Committee

May 21, 1998

May 27, 1998

8:00 p.m.

7:15 p.m.

3(a)

1998 05 11

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **DRAFT CORRESPONDENCE TO THE MINISTRY OF EDUCATION AND TRAINING**

RECOMMENDED ACTION:

Moved by _____ that Resolution #98-95. 1.-2. be rescinded in view of the restrictions imposed by the Ministry Funding Model subsequently released.

Rationale

The attached draft letter was written in response to the direction at the March Board meeting as noted in the opening paragraph of the letter.

Given the information on the Funding Model that has since been released, trustees may wish this letter to be revised or abandoned since the obvious response will be that future Capital Expenditures will be based on the Board's having exhausted its excess pupil capacity first.

3(a)-1

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092

Fax: (905) 521-2539

1998 04 20

The Honourable Michael Harris
Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1

Dear Mr. Harris:

At the March 26, 1998 meeting of The Hamilton-Wentworth District School Board, the following resolution was adopted:

"That the Board write a letter to the provincial government pointing out the urgency of the student accommodation concerns in Flamborough and that reference be made to the Wentworth County report re Waterdown Accommodation Study Team Recommendations."

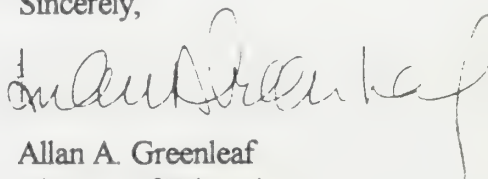
Undoubtedly, you would receive a great many letters of similar import from a variety of school boards whenever accommodation pressure is being experienced. In this situation, however, the accommodation pressures are highly significant due to the transportation distances involved.

The Hamilton-Wentworth District School Board does have between 6,000-8,000 spaces available in various parts of its jurisdiction. Nevertheless, the spaces are considerable distances from the Waterdown area to which reference is made in the above resolution adopted by the Board. As can be seen from the minutes of the Management Committee and various Board meetings (enclosed), the Board has already acquired an elementary school site adjacent to the Waterdown District High School.

The funding model recently released suggests that the Board will have to choose between renovations and repairs to several facilities across the jurisdiction or to provide a new school for the students in Waterdown. On the surface, such a decision appears to be reasonable for local determination. The reality, however, pits the needs of one part of the jurisdiction against those of other parts and will make virtually impossible a reasonable resolution to these accommodation difficulties being experienced.

The MPP for Wentworth-North, Tony Skarica, can certainly attest to the pressure for adequate accommodation being felt in this community. I urge you to contact him directly for advice about how to proceed in this regard.

Sincerely,



Allan A. Greenleaf
Director of Education
and Secretary

ACTION ITEMS

BUSINESS COMMITTEE
MAY 14, 1998

#5

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Memorandum

To: Allan Greenleaf, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Lucy Veerman, Acting Senior Financial Officer
Irene Polidori, Manager, Finance

Date: May 14, 1998

Re: 1997 Surplus/Deficit for the Combined Boards of Education
Reserve Balances at January 1, 1998, Combined Boards
Audited Financial Statements for the Year Ended December 31, 1997 for

- The Board of Education for the City of Hamilton
- The Wentworth County Board of Education

Recommendation:

Moved by _____, seconded by _____:

That the 1997 Surplus/Deficit for the Combined Boards of Education,
Reserve Balances at January 1, 1998, Combined Boards, and the
Audited Financial Statements for the Year Ended December 31, 1997 for

- The Board of Education for the City of Hamilton
- The Wentworth County Board of Education

be received for information

Rationale:

The financial statements for The Board of Education for the City of Hamilton for the year ended December 31, 1997 were audited by MacGillivray Partners, Chartered Accountants, the auditors appointed by the former City Board of Trustees.

The financial statements for The Wentworth County Board of Education for the year ended December 31, 1997 were audited by Doane Raymond, Chartered Accountants, the auditors appointed by the former County Board of Trustees.

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**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
COMBINED SURPLUS/DEFICIT ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 1997**

	CITY	COUNTY	COMBINED
EXPENDITURES			
Salaries and Benefits	\$ 695,000	\$ 939,335	\$ 1,634,335
Travel, Personnel Training, Student Bursaries	56,000		56,000
Energy	99,000		99,000
School Supplies, Equipment, Equipment Rentals	139,000	(341)	138,659
Debt Charges	0	118,970	118,970
Capital Projects and Repairs	(557,000)	128,323	(428,677)
Transportation	82,000	709,729	791,729
Tuition Fees	(103,000)	137,325	34,325
Chargeback/ Write-off of Taxes	(4,972,000)	209,991	(4,762,009)
Other Expenditures	(81,000)		(81,000)
- - Interest (net)	362,000	20,402	382,402
Transfers to Reserves			
Integrated Information System	(502,000)		(502,000)
Working Capital		(862,000)	(862,000)
	<u>(4,782,000)</u>	<u>1,401,734</u>	<u>(3,380,266)</u>
REVENUES			
Local Taxation			
- - Prior Year's Surplus	388,000		388,000
- - Supplementary Taxes	2,080,000	342,805	2,422,805
- - Telephone & Telegraph Receipts, Payments in Lieu	(32,000)		(32,000)
Government of Ontario Funding			
- - Enrolment greater than budgeted	1,044,000	193,604	1,237,604
- - Other	312,000		312,000
Tuition Fees	361,000	27,966	388,966
Rental Revenue	38,000		38,000
Other Revenue	217,000		217,000
	<u>4,408,000</u>	<u>564,375</u>	<u>4,972,375</u>
Excess (Deficiency) of Revenues Over Expenditures			
Before Extraordinary Items	(374,000)	1,966,109	1,592,109
Extraordinary Items	(1,999,000)	403,737	(1,595,263)
Net Surplus (Deficit)	<u>\$ (2,373,000)</u>	<u>\$ 2,369,846</u>	<u>\$ (3,154)</u>

5-2

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
STATEMENT OF RESERVE BALANCES - COMBINED BOARDS
AS AT JANUARY 1, 1998

Capital Reserves	Board Equity Capital Reserves	\$ 542,043
	Ministry Equity Capital Reserves	2,675,875
Retirement Gratuity Reserves		1,522,101
Restructuring Reserve		227,712
Integrated Information Systems Reserve		528,169
CPP Debenture Reserve		248,000
Liberty Health Reserve		736,880
SunLife Reserve		553,788
Workplace Safety and Insurance Board		660,000
Working Capital		4,683,515
		<u>\$ 12,378,083</u>

#5(a)

**THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**



**ANNUAL REPORT
1997**

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
ANNUAL REPORT
1997**

Prepared by:

**Financial Services Department
Accounting
Irene Polidori, CMA, C.A.
Manager, Financial Services**

Submitted by:

**Lucy Veerman, C.A.
Acting Senior Financial Officer and Treasurer**

Approved by:

**Merv Matier
Interim Director of Education and Secretary of the Board**

The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
Hamilton, Ontario
Telephone (905) 527-5092
Fax (905) 521-2536



100, rue Main Ouest
Hamilton (Ontario)
Téléphone (905) 527-5092
Fac-similé (905) 521-2536

MANAGEMENT REPORT

The accompanying financial statements and other information contained in this Annual Report are the responsibility of the management of The Board of Education for the City of Hamilton.

These financial statements have been prepared by Financial Services using accounting principles that are prescribed by the Ministry of Education and Training and are considered to be appropriate for Ontario School Boards. The presentation adopted for these financial statements is in accordance with subsection 234(7) of *The Education Act* which dictates the financial data which is to be made available to the Board's ratepayers through publication of the statements. Financial statements are not precise as they include certain amounts based on estimates and judgements. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects. Financial information presented elsewhere in this annual report is consistent with that in the financial statements.

The Board maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Board's assets are properly accounted for and adequately safeguarded.

The elected Trustees for The Board of Education for the City of Hamilton are responsible for ensuring that management fulfils its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the financial statements.

The financial statements have been audited by MacGillivray Partners, Chartered Accountants, the external auditors appointed by the Trustees. In accordance with subsection 234(4) of *The Education Act*, the auditors have received full access to all books, records and documents of the Board, as well as any other information required in order to enable the auditors to carry out their duties. The audit was conducted in accordance with generally accepted auditing standards on behalf of the Trustees and ratepayers of the Board as outlined in the Auditors' Report.

Lucy Veerman, C.A.
Acting Senior Financial Officer
March 13, 1998

Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1



MacGillivray

Partners

Chartered Accountants

AUDITORS' REPORT

To the Trustees of
The Board of Education for the
City of Hamilton

We have audited the balance sheet of **The Board of Education for the City of Hamilton** as at December 31, 1997 and the Revenue Fund Statement of Operations, the Capital Fund Statement of Operations and the Reserve Fund Statement of Continuity for the year then ended. These financial statements are the responsibility of the school board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 1997 and the results of its operations and the changes in its reserve funds for the year then ended in accordance with the accounting principles described in note 1 to the financial statements.

*Hamilton, Canada
March 13, 1998*

MacGillivray Partners
CHARTERED ACCOUNTANTS

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
BALANCE SHEET
DECEMBER 31, 1997

ASSETS	1997 (\$000's)	1996 (\$000's)
CURRENT		
Cash and Short-Term Deposits (note 3)	16,791	2,553
Accounts Receivable		
Under Requisition of Local Taxation	2,373	3,727
Other School Boards	1,620	573
Government of Ontario	3,671	9,153
Other	1,696	2,188
Prepaid Expenses	3,366	3,607
	29,517	21,801
CAPITAL OUTLAY TO BE RECOVERED IN FUTURE YEARS	41,337	39,851
TOTAL ASSETS	70,854	61,652
LIABILITIES		
CURRENT		
Accounts Payable		
Trade Payables and Accrued Liabilities	22,939	12,616
Deferred Income	758	449
	23,697	13,065
NET LONG-TERM LIABILITIES (note 4)	40,364	39,459
RESERVE FOR WORKING FUNDS	2,800	5,800
EQUITY IN RESERVE FUNDS	3,993	3,328
TOTAL LIABILITIES AND FUND BALANCES	70,854	61,652

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
REVENUE FUND STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 1997**

	1997 (\$000's)	1996 (\$000's)
EXPENDITURE		
Business Administration	4,466	4,558
General Administration	1,587	1,604
Computer Services	3,273	3,925
Instruction	190,833	200,130
Plant Operation and Maintenance	27,839	29,072
Transportation	3,707	4,479
Tuition Fees	5,347	5,231
Capital Expenditures (Non-Allocable)	8,331	5,282
Debt Charges (note 5)	4,499	2,891
Other Operating Expenditures	3,924	6,293
Non-Operating Expenditures Excluding Transfers to Reserves	5,177	3,289
TOTAL EXPENDITURE	258,983	266,754
RECOVERY OF EXPENDITURE		
Other School Boards - Tuition Fees & Miscellaneous	7,684	10,407
Government of Ontario - Miscellaneous	945	2,381
Government of Canada	55	1,087
Individuals - Tuition Fees	860	552
Other Revenues Excluding Transfers from Reserves	4,299	2,304
TOTAL RECOVERY OF EXPENDITURE	13,843	16,731
NET EXPENDITURE	245,140	250,023
FINANCING OF NET EXPENDITURE		
Government of Ontario - General Legislative Grants	74,120	76,489
Local Taxation -		
Previous Year's Under Requisition	(3,727)	(154)
Local Taxation Raised in Current Year	169,967	167,731
Decrease in Reserves	2,407	2,230
	242,767	246,296
Under Requisition of Local Taxation (note 2)	2,373	3,727
TOTAL FINANCING	245,140	250,023

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
 CAPITAL FUND STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 1997

	1997 (\$000's)	1996 (\$000's)
CAPITAL EXPENDITURE		
Capital Assets and Work in Progress		
Buildings, Furniture and Equipment	16,039	19,247
TOTAL CAPITAL EXPENDITURE	16,039	19,247

CAPITAL FINANCING

Balance Not Permanently Financed at Beginning of Year	(674)	(13,538)
Long-Term Liabilities Issued and Sold	5,166	26,511
Capital Expenditure from the Revenue Fund	10,292	5,600
Balance Not Permanently Financed at End of Year	1,255	674
TOTAL CAPITAL FINANCING	16,039	19,247

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
RESERVE FUND STATEMENT OF CONTINUITY
FOR THE YEAR ENDED DECEMBER 31, 1997

	Capital (\$000's)	Retirement Gratuities (\$000's)	Mill Rate Stabilization (\$000's)	Restructuring (\$000's)	Integrated Info. Systems (\$000's)	Withdrawal of Services (\$000's)	1997 Total (\$000's)	1996 Total (\$000's)
BALANCE DECEMBER 31, 1996	1,144	1,885	53	221	25	0	3,328	5,736
Transfer to the Revenue Fund	(150)	---	(54)	---	---	---	(204)	---
Transfer from the Revenue Fund	---	1,779	---	---	502	---	2,281	3,032
Total amount provided during the year from the Revenue Fund	2,586	---	---	---	---	271	2,857	122
Earnings on Reserve Fund Investments	52	48	1	7	1	---	109	199
Transfers to Other Funds	3,632	3,712	---	228	528	271	8,371	9,089
	414	3,693	---	---	---	271	4,378	5,761
BALANCE DECEMBER 31, 1997	3,218	19	0	228	528	0	3,993	3,328

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared by the Board using accounting principles that are prescribed by the Ministry of Education and Training and are considered appropriate for Ontario School Boards. These principles are in accordance with generally accepted accounting principles except as follows:

(a) Accrual Accounting

Revenue and expenditure are accounted for on the accrual basis of accounting, with the following exceptions:

- (i) No provision is made for interest on unmatured debenture debt from the date of payment to the year end.
- (ii) No provision is made to record the liability for retirement and/or sick leave benefits accruing over the working lives of employees.

(b) Capital Assets

Capital Assets are expensed unless they are to be financed by long term debt. Principal and interest charges on net long-term liabilities are included as expenditures in the period due. Capital assets, described as Capital Outlay to be Recovered in Future Years, are included on the Balance Sheet only to the extent of the balance of the related net long-term liabilities outstanding and of the related temporary financing at the year end.

(c) Reserves and Reserve Funds

Reserves and Reserve Funds represent funds appropriated for general and specific purposes and are charged or credited to Revenue Fund Operations in the year appropriated or drawn down. The amounts in Reserves and Reserve Funds are approved by the Board and are within the limits defined in *The Education Act*.

(d) Under Requisition of Local Taxation

The difference between the net expenditures of any year and the amounts received to finance these expenditures is carried forward to the subsequent year to either increase or reduce the net revenue requirement from ratepayers.

2. CHANGE IN ACCOUNTING POLICY

During the current year, the Board retroactively adopted the accounting policy of recognizing supplementary taxation in the year it is levied. Previously this taxation was deferred in the year received and recorded as revenue in the following year. Likewise the Board retroactively adopted the accounting policy of recognizing chargeback of taxation in the year of determination of uncollectibility. Previously, this chargeback was recorded in the year of repayment.

The effect of this change in accounting policy is to increase the under requisition of taxation for the 1996 fiscal year by \$1,731,000 and decrease the over requisition of taxation for the 1995 fiscal year by \$1,237,000. Had this change in accounting policy not been adopted, the Under Requisition of Local Taxation for the current year would have been \$519,000.

3. RESTRICTED FUNDS

Cash and short-term deposits of \$3,993,000 are restricted in order to fund the equity in reserve funds.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

4. NET LONG-TERM LIABILITIES

The net long-term liabilities consist of debentures of \$28,616,000 (1996 - \$30,939,000) and capital leases for equipment of \$11,748,000 (1996 - \$8,520,000). The debentures have a retractable feature, exercisable on specific dates only, at the option of the debenture holders. Of the net long-term liabilities outstanding, principal amounting to \$19,396,000 plus interest amounting to \$14,467,000 is payable over the next five years as follows:

	Principal	Interest	Total
1998	\$ 3,716,000	\$ 2,489,000	\$ 6,205,000
1999	4,965,000	3,578,000	8,543,000
2000	4,921,000	3,352,000	8,273,000
2001	3,966,000	2,894,000	6,860,000
2002	1,828,000	2,154,000	3,982,000
TOTAL	\$ 19,396,000	\$ 14,467,000	\$ 33,863,000

Principal payments on the debentures issued by the Regional Municipality of Hamilton-Wentworth are deposited into a sinking fund maintained by the Region. The sinking fund is used to retire the debentures at the time of maturity. To the end of 1997, the total amount of principal or sinking fund payments made was \$5,718,000 (1996 - \$3,841,000). In addition, the value of the debentures recorded on the financial statements reflect the actuarial valuation of the sinking fund. The actuarial valuation of December 31, 1997 resulted in a write down of the value of the debentures of \$467,000 (1996 - \$347,000) to bring the total reduction in the face value of the debentures to \$7,237,000 (1996 - \$4,893,000).

5. DEBT AND CAPITAL LEASE CHARGES

The Revenue Fund expenditure for debt charges includes principal and interest payments made on debentures as follows:

Principal payments on debentures	\$ 1,909,000
Interest payments on debentures	\$ 2,590,000
	<u>\$ 4,499,000</u>

In addition, the Revenue Fund expenditures include principal and interest payments made on capital leases totaling \$2,426,000 (1996 - \$1,346,000).

6. RETIREMENT GRATUITIES PLANS

Employees may become entitled to cash payments when they leave the employment of the Board for purposes of retirement providing they meet the prescribed age or service requirements. Retirement gratuities of \$3,693,000 were paid in 1997, (1996 - \$5,384,000). An amount of \$19,000 (1996 - \$1,885,000) is provided by way of a reserve fund. The amount of the total liability in respect of employees who meet the vesting requirements of the plans at the end of 1997 is \$36,390,000, (1996 - \$38,374,000). Notwithstanding the use of reserve funds, recognition for General Legislative Grants purposes continues to be made in respect of the actual amounts paid to employees.

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997**

7. PENSION PLAN COSTS

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System which is a multi-employer final average pay contributory plan. Employer contributions made to the plan during the year by the Board amounted to \$2,251,000, (1996 - \$2,324,000). Those amounts have been included in the Revenue Fund Statement of Operations.

Not shown in the financial statements of the Board are the employer's contributions to the Teachers' Pension Plan. The funding for such is provided directly by the Provincial Government.

8. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. The membership period is for five years, ending December 31, 2001.

9. LEASE COMMITMENTS

The Board currently leases telephone and computer equipment under long-term leases expiring at various dates up to December 1999. The total obligation under existing leases amount to approximately \$255,000. Over the next two years the minimum annual payments required under the leases are:

1998	\$ 222,000
1999	33,000
	<hr/>
TOTAL	\$ 255,000

10. DEFERRED LEAVE PLAN

Certain employees of the Board are eligible to participate in the Board's Deferred Leave Plan. Employees contribute a portion of their salaries to a fund and withdraw the accumulated principal and interest earned during a leave of absence from the Board. The funds are placed in segregated interest-bearing bank accounts in the name of the Board on behalf of the participants. These funds are held in trust and are not reflected in the balance sheet of the Board. As at December 31, 1997, the balance in the Deferred Leave account was \$731,000, (1996 - \$1,116,000).

11. REVENUE FROM OTHER SCHOOL BOARDS

Under *The Education Act*, the Board is qualified to charge other school boards a high cost factor for students who take certain programs. As is their right under the Act, two school boards have elected resolution through arbitration, the outcome of which is not determinable at this time.

12. SALARY NEGOTIATIONS

At December 31, 1997, salary or wage agreements were not settled for the following bargaining units:

Association des enseignantes et des enseignants franco-ontariens (A.E.F.O.),
Hamilton Secondary Unit
Canadian Union of Public Employees (C.U.P.E.), Local 1344
O.S.S.T.F. - Office, Clerical and Technical Unit (O.S.S.T.F. - O.C.T.U.)
Professional Student Services Personnel (P.S.S.P.)
Secondary Occasional Teachers, O.S.S.T.F., District 8

A wage accrual based on the results of these negotiations is not included in the financial statements.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

13. SUBSEQUENT EVENTS

In accordance with Bill 104, *The Fewer School Boards Act*, The Board of Education for the City of Hamilton amalgamated with The Wentworth County Board of Education on January 1, 1998, to create The Hamilton-Wentworth District School Board.

In addition, Bill 104 established French-Language District School Boards. The Ministry of Education and Training requires the former Hamilton Board to transfer a share of its net assets to French-Language District School Board #58. The negotiations on this transfer have not been finalized.

5(b)

Chartered Accountants
Canadian Member Firm of
Grant Thornton International

Doane Raymond 

**The Wentworth County
Board of Education
Financial Statements**
December 31, 1997

Contents

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Revenue Fund Analysis of Expenditure	12
Trust Funds	
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Auditors' Report

To the Members of
The Hamilton-Wentworth District School Board

We have audited the balance sheet of The Wentworth County Board of Education as at December 31, 1997 and the revenue fund statement of operations, the capital fund statement of operations and the reserve fund statement of continuity for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 1997 and the results of its operations for the year then ended in accordance with accounting principles described in Note 1 to the financial statements.

Hamilton, Canada
April 9, 1998


Chartered Accountants

The Wentworth County Board of Education

Balance Sheet

December 31

1997

1996

Assets

Current

Cash and investments	\$ 12,453,502	\$ 5,700,388
Receivables (Note 2)	3,075,857	10,897,973
Prepaid expenses	400,059	412,223
Inventories	18,498	18,180
	<u>15,947,916</u>	<u>17,028,764</u>

Capital outlay to be recovered in future years (Note 1)	<u>26,429,652</u>	<u>26,702,530</u>
	<u>\$ 42,377,568</u>	<u>\$ 43,731,294</u>

Liabilities

Current

Payables and accruals	\$ 2,369,846	\$ 1,265,071
Over-requisitions	9,016,942	4,316,585
Trade (Note 3)	<u>11,386,788</u>	<u>5,581,656</u>

Net long-term liabilities (Note 4)	25,405,389	26,295,041
Reserves (Note 5)	5,585,391	11,574,199
Equity in reserve funds (Page 5)	<u>-</u>	<u>280,398</u>
	<u>\$ 42,377,568</u>	<u>\$ 43,731,294</u>

Contingent liabilities (Notes 6 and 10)

On behalf of the Board

Ray Mulholland - Chairman of the Board

Allan A. Greenleaf - Chief Executive Officer

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Revenue Fund Statement of Operations

Year Ended December 31

1997

1996

Expenditure (Page 12)

Business administration	\$ 1,136,543	\$ 1,186,120
General administration	853,632	811,909
Computer services	610,554	558,862
Instruction	82,595,049	81,660,215
Plant operation and maintenance	11,388,282	11,027,556
Pupil transportation	5,969,498	6,397,343
Tuition fees	2,182,986	3,256,569
Capital expenditure non-allocable	6,945,660	14,228,065
Debt charges and capital loan interest (Note 7)	3,482,307	2,739,671
Other operating expenditures	367,430	404,102
Non-operating expenditure, excluding transfers to reserves and reserve fund	<u>645,009</u>	<u>716,297</u>
	<u>116,176,950</u>	<u>122,986,709</u>

Recovery of expenditure (Page 11)

Other school boards	2,452,211	2,353,308
Government of Ontario - other	218,171	2,091,167
Individuals - tuition fees	68,635	63,060
Transfers from Capital Fund (Page 4)	1,920,696	3,464,435
Other revenue	<u>2,059,200</u>	<u>1,465,726</u>
	<u>6,718,913</u>	<u>9,437,696</u>

Net expenditure	<u>\$ 109,458,037</u>	<u>\$ 113,549,013</u>
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See accompanying notes to the financial statements.

	1997	1996
Financing of net expenditure		
Government of Ontario		
General Legislative Grants (Page 11)	<u>\$ 33,800,320</u>	<u>\$ 45,270,711</u>
Local taxation		
Previous year's over requisitions (Note 1)	1,265,071	21,236
Local taxation raised in the current year (Page 11)	70,484,572	70,060,763
Decrease (increase) in reserves (Note 5)	5,988,807	(366,632)
Decrease (increase) in Capital Reserve Funds (Page 5)	<u>289,113</u>	<u>(171,994)</u>
	<u>78,027,563</u>	<u>69,543,373</u>
To be applied to the following year's taxation		
Net over requisitions (Note 1)	<u>(2,369,846)</u>	<u>(1,265,071)</u>
Total	<u>\$ 109,458,037</u>	<u>\$ 113,549,013</u>

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Capital Fund Statement of Operations

Year Ended December 31

1997

1996

Capital Expenditures

Fixed assets and work in progress

Buildings, furniture and equipment	\$ 8,067,255	\$ 14,136,106
School sites and site improvements	232,988	1,085,878
Other	<u>20,186</u>	<u>62,920</u>
	<u>\$ 8,320,429</u>	<u>\$ 15,284,904</u>

Capital financing

Beginning of year: (Balance not permanently financed)	\$ (407,489)	\$(10,671,054)
Long term liabilities issued	-	13,728,000
Withdrawals from Education Development Charges fund	1,303,922	-
Capital expenditures financed from the Revenue Fund	8,320,429	15,284,904
Transfer to Revenue Fund	(1,920,696)	(3,464,435)
End of year: Balance not permanently financed	<u>1,024,263</u>	<u>407,489</u>
	<u>\$ 8,320,429</u>	<u>\$ 15,284,904</u>

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Reserve Fund Statement of Continuity

Year Ended December 31

1997

1996

Fund balance, beginning of year	\$ 280,398	\$ 104,264
Transfers from Revenue Fund during the year with respect to:		
Sale of school sites and buildings	949,056	171,994
Earnings on investments	<u>8,715</u>	<u>4,140</u>
	1,238,169	280,398
Transfer to Revenue Fund with respect to site acquisition and capital expenditures	<u>1,238,169</u>	<u>-</u>
Fund balance, end of year	\$ <u>-</u>	\$ <u>280,398</u>
Reconciliation of fund balance		
Ministry equity	\$ -	\$ 146,993
Board equity	-	75,580
General	<u>-</u>	<u>57,825</u>
	\$ <u>-</u>	\$ <u>280,398</u>

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Notes to the Financial Statements

December 31, 1997

1. Summary of significant accounting policies

The financial statements have been prepared by the Board using accounting principles that are prescribed by the Ministry of Education and Training and are considered appropriate for Ontario School Boards. These principles are in accordance with generally accepted accounting principles except as follows:

Accrual accounting

Revenue and expenditure are accounted for on the accrual basis of accounting, with the following exceptions:

- (i) No provision is made for interest on unmatured debenture debt from the date of payment to the end of the fiscal year.
- (ii) No provision is made to record the liability for retirement and/or sick leave benefits accruing over the working lives of employees except as described in Note 6.

Capital assets

Capital assets are expensed unless they are to be financed by long-term debt. Principal and interest charges on net long-term liabilities are included as expenditures in the period due. Capital assets, described as capital outlay to be recovered in future years, are included on the balance sheet only to the extent of the balance of the related net long term liabilities outstanding and of the related temporary financing at the end of the fiscal year.

Reserves and reserve funds

Reserves and reserve funds represent funds appropriated for general and specific purposes and are charged or credited to revenue fund operations in the year appropriated or drawn down. The amounts in reserves and reserve funds are approved by the Board and are within the limits defined in the Education Act.

Under/over requisition of taxes

The difference between the net expenditures of any year and the amounts received to finance these expenditures is carried forward to the subsequent year to either increase or reduce the net revenue requirement from ratepayers.

Trust funds

Trust funds administered by the Board amounting to \$84,472 (1996 - \$76,003) are only reflected in the Trust Funds, Statement of Continuity and Balance Sheet. (Page 13)

The Wentworth County Board of Education

Notes to the Financial Statements

December 31, 1997

1. Summary of significant accounting policies (continued)

Education development charges

In accordance with the Development Charges Act, 1989 and Ontario Regulation 722/89, the Board passed an Education Development Charge (EDC) By-Law, effective June 19, 1995. This by-law imposes education development charges upon all new residential and commercial development of land, buildings or structures within the jurisdiction of the Board for a five-year period expiring on June 18, 2000.

All funds generated by the Board's EDC by-law must be deposited by municipalities into two joint interest-bearing EDC bank accounts, and may only be withdrawn by the Board for the purpose of funding specific growth-related capital construction projects, subject to the prior approval of the Ontario Ministry of Education and Training.

Withdrawals from EDC funds are recorded as recoveries of expenditure in the year of withdrawal. Funds totalling \$1,303,922 were withdrawn by the Board during the year ended December 31, 1997.

The balance in the EDC fund totalling \$1,228,881 (1996 - \$1,218,939) as at December 31, 1997 is not included in the financial statements.

2. Receivables

	<u>1997</u>	<u>1996</u>
Government of Ontario	\$ -	\$ 8,319,199
Other	<u>3,075,857</u>	<u>2,578,774</u>
	<u>\$ 3,075,857</u>	<u>\$ 10,897,973</u>

The Wentworth County Board of Education

Notes to the Financial Statements

December 31, 1997

3. Trade payables and accruals	<u>1997</u>	<u>1996</u>
Government of Ontario	\$ 666,229	\$ -
Other school boards	1,741,319	674,163
Trade payables and accrued liabilities	4,273,605	3,642,422
Family claim reimbursements	<u>2,335,789</u>	<u>-</u>
	<u>\$ 9,016,942</u>	<u>\$ 4,316,585</u>

4. Net long-term liabilities

Of the net long-term liabilities outstanding of \$25,405,389 principal amounting to \$4,421,611 plus interest amounting to \$12,876,828 is payable over the next five years as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1998	\$ 863,007	\$ 2,488,293	\$ 3,351,300
1999	889,651	2,593,656	3,483,307
2000	889,651	2,598,293	3,487,944
2001	889,651	2,598,293	3,487,944
2002	<u>889,651</u>	<u>2,598,293</u>	<u>3,487,944</u>
	<u>\$ 4,421,611</u>	<u>\$ 12,876,828</u>	<u>\$ 17,298,439</u>

5. Reserves	<u>1997</u>	<u>1996</u>
Working	\$ 2,131,515	\$ 6,707,958
Retirement gratuities	1,503,208	2,915,573
Liberty Health	736,880	736,880
Sun Life	553,788	553,788
Workers compensation	<u>660,000</u>	<u>660,000</u>
	<u>\$ 5,585,391</u>	<u>\$ 11,574,199</u>

Interest allocated to the retirement gratuities reserves in 1997 amounted to \$74,877.

The Wentworth County Board of Education

Notes to the Financial Statements

December 31, 1997

6. Employee sick leave benefit plans - Retirement gratuities

Teachers may become entitled to a cash payment when they leave the Board's employment on retirement or termination due to disability. To be eligible for a gratuity a teacher must have been employed by the Board for 10 years and be entitled to immediate pension benefits. Similar plans exist for other employee groups.

Retirement gratuities of \$1,487,242 were paid in 1997 (1996 - \$1,840,656). A reserve is provided for retirement gratuities as indicated in Note 5.

The contingent liability in respect of employees who meet the vesting requirements of the plans at year end is \$2,361,557. Based on cumulative sick leave credits for employees over the age 50, the projected gratuity payment is \$8,781,031.

7. Debt charges and capital loan interest

	<u>1997</u>	<u>1996</u>
--	-------------	-------------

The revenue fund expenditure for debt charges and capital loan interest includes principal and interest payments on long term liabilities as follows:

Principal payments including contribution to sinking fund	\$ 889,651	\$ 510,969
Interest payments on long-term liabilities	<u>2,592,656</u>	<u>1,668,200</u>
	<u>\$ 3,482,307</u>	<u>\$ 2,179,169</u>

8. Pension plan costs

All non-teaching employees of the school board are eligible to be members of the Ontario Municipal Employees Retirement System which is a multi-employer final average pay contributory plan. Employer contributions made to the plan during the year by the Board amounted to \$657,748 (1996 - \$715,060). Those amounts have been included in employee benefits expense in the Schedule of Expenditure.

Not shown in the financial statements of the Board are the employer's contributions to the Teachers' Pension Plan Fund. The funding for such is provided directly by the Provincial Government.

The Wentworth County Board of Education

Notes to the Financial Statements

December 31, 1997

9. Ontario School Board Insurance Exchange

The school board joined, effective March 1, 1996 for a five year period, the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability and certain other risks.

10. Contingent liabilities

The Board has been named in personal injury and property damage claims. The amounts specified in the claims are within the Board's insurance coverage. The Board, as well as its insurers, has instructed legal counsel to act on behalf of the Board to defend against these claims. No provision has been made in the financial statements for these claims.

11. Amalgamation of school boards

In accordance with The Fewer School Boards Act, 1997 and The Education Quality Improvement Act, 1997, the school board forms part of The Hamilton-Wentworth District School Board, effective January 1, 1998. The assets, liabilities and employees of the board will be transferred to The Hamilton-Wentworth District School Board under the guidance of The Education Improvement Commission.

The Wentworth County Board of Education

Revenue Fund Analysis of Revenue

Year Ended December 31, 1997

Recovery of expenditure

Tuition fees - other school boards	\$ 2,452,211
Government of Ontario - other	218,171
Tuition fees - individuals	<u>68,635</u>
	<u>2,739,017</u>

Transfer from capital fund	<u>1,920,696</u>
----------------------------	------------------

Other revenue

Rentals - community use	30,144
Sale of school site	949,056
Other	<u>1,080,000</u>
	<u>2,059,200</u>
	<u>\$ 6,718,913</u>

Government of Ontario - General Legislative Grants

Basic per pupil	\$ 25,525,410
Net cost of province-wide strike	97,174
French as a second language	1,218,366
Additional language instruction	184,163
Reduction in class size	1,235,273
Pupil transportation	3,521,562
Instructional computers	340,347
Recognized extraordinary expenditure	350,347
Special education programs and services	425,021
Summer school, continuing education and adult education	271,382
International languages	11,742
Assistance for cost of education	
- instruction costs	301,685
- transportation	58,442
Change in tax revenue	(517,440)
Assistance for pay equity	362,365
Direct capital projects	<u>414,481</u>
	<u>\$ 33,800,320</u>

Local taxation

Local taxation raised in the current year	
Actual requisition	\$ 69,231,767
Supplementary tax levy	<u>1,252,805</u>
	<u>\$ 70,484,572</u>

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Revenue Fund Analysis of Expenditure

Year Ended December 31, 1997

	Salaries and <u>Wages</u>	Employee Fringe <u>Benefits</u>	Supplies and <u>Services</u>
Business administration	\$ 746,671	\$ 202,932	\$ 94,452
General administration	281,509	19,793	58,213
Computer services	246,501	49,535	220,764
Instructional supervision and central services	2,502,902	348,699	338,041
Elementary school services	1,355,717	295,092	93,481
Elementary day school	37,461,627	5,026,544	1,489,910
Elementary plant operation and maintenance/ teacherages	3,514,150	658,321	2,642,289
Secondary school services	1,250,358	240,869	71,592
Secondary day school	23,511,634	3,210,627	1,300,638
Secondary plant operation and maintenance/ teacherages	1,933,494	424,808	1,371,343
Continuing Education, summer school, international language	518,537	53,971	57,976
Pupil transportation	13,569	-	390
Tuition fees	-	-	-
Capital expenditure, non-allocable	-	-	-
Debt charges and capital loan interest	-	-	-
Other operating expenditures	240,128	24,273	38,000
Non-operating expenditure, Municipal charge backs, provisions for reserves and reserve funds	-	-	-
	<u>\$ 73,576,797</u>	<u>\$ 10,555,464</u>	<u>\$ 7,777,089</u>

See accompanying notes to the financial statements.

<u>Capital Expenditure</u>	<u>Replacements</u>	<u>Fees and Contractual Services</u>	<u>Transfers To Other Boards</u>	<u>Other</u>	<u>Total</u>
\$ 1,341	\$ -	\$ 72,695	\$ -	\$ 18,452	\$ 1,136,543
-	-	456,792	-	37,325	853,632
41,109	9,382	43,263	-	-	610,554
14,486	-	-	-	14,020	3,218,148
-	-	-	-	2,359,847	4,104,137
536,435	-	18,956	-	-	44,533,472
138,632	-	298,724	-	48,544	7,300,660
-	-	-	-	-	1,562,819
504,134	-	18,956	-	-	28,545,989
138,632	-	212,373	-	6,972	4,087,622
-	-	-	-	-	630,484
-	-	5,955,539	-	-	5,969,498
-	-	-	2,182,986	-	2,182,986
6,945,660	-	-	-	-	6,945,660
3,482,307	-	-	-	-	3,482,307
-	-	-	-	65,029	367,430
-	-	-	-	<u>4,828,616</u>	<u>4,828,616</u>
<u>\$11,802,736</u>	<u>\$ 9,382</u>	<u>\$ 7,077,298</u>	<u>\$ 2,182,986</u>	<u>\$ 7,378,805</u>	<u>\$ 120,360,557</u>

See accompanying notes to the financial statements.

The Wentworth County Board of Education

Trust Funds

Statement of Continuity

Year Ended December 31	1997	1996
Balance, beginning of year	\$ 76,003	\$ 70,060
Capital received	10,882	5,600
Interest earned	<u>4,557</u>	<u>5,018</u>
	91,442	80,678
Award payments	<u>6,970</u>	<u>4,675</u>
Balance, end of year	<u>\$ 84,472</u>	<u>\$ 76,003</u>

Balance Sheet

Year Ended December 31, 1997

Cash	\$ 19,397	\$ 10,330
Investments	<u>65,075</u>	<u>65,673</u>
	<u>\$ 84,472</u>	<u>\$ 76,003</u>
Fund balance	<u>\$ 84,472</u>	<u>\$ 76,003</u>

Summary of Individual Trust Funds

Year Ended December 31, 1997

J. L. Gibson Award	\$ 3,457	\$ 3,544
Great War Memorial Award	1,804	1,801
Former Waterdown High School Award	1,503	1,512
A. K. King Award	1,599	1,603
L. Pocklington Award	183	173
E. A. & W. C. Ryckman Award	1,055	1,056
Alumni Award	1,541	1,548
Mollica Award	1,078	1,112
Russell J. Wood Award	729	730
E. M. Ottman Award	385	363
Hope Lee Award	2,885	2,674
Old Valley School Award	2,471	2,520
E. Basadur Award	2,322	2,356
J. Mills Award	1,673	1,692
Ray McCormick Award	1,745	1,646
H. B. Craig Award	19,170	19,360
Cheryl Anne Facey Award	13,233	13,239
Nugent Award	13,848	13,971
CGA Hamilton Award	109	103
The Weeks Shield Award	2,550	2,500
The Ernie Weeks Male Athlete of the Year Award	2,550	2,500
William J. Summers	<u>8,582</u>	<u>-</u>
	<u>\$ 84,472</u>	<u>\$ 76,003</u>

#6

**THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON
FOUNDATION**



**ANNUAL REPORT
1997**

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON FOUNDATION
ANNUAL REPORT
1997**

**MERV MATIER
Chairman and President**

**LUCY VEERMAN, C.A.
Secretary and Treasurer**

**ELIZABETH BOND
Director**



MacGillivray

Partners

Chartered Accountants

AUDITORS' REPORT

To the Directors of
**The Board of Education for the
City of Hamilton Foundation**

We have audited the balance sheet of **The Board of Education for the City of Hamilton Foundation** as at December 31, 1997 and the statement of surplus for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Foundation derives revenues from donations the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to these revenues, assets, and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of donation revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 1997 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

*Hamilton, Canada
March 27, 1998*

MacGillivray Partners
CHARTERED ACCOUNTANTS

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON FOUNDATION
BALANCE SHEET
DECEMBER 31, 1997

ASSETS	1997	1996
Cash	\$ 384,317	\$ 159,554
Accrued Interest Receivable	2,192	2,268
Investments, at Cost (Market Value \$310,685, (1996 - \$328,325))	310,685	328,325
	<u>\$ 697,194</u>	<u>\$ 490,147</u>

SURPLUS

Capital Funds (note 2)	\$ 608,334	\$ 428,325
Unexpended Income	88,860	61,822
	<u>\$ 697,194</u>	<u>\$ 490,147</u>

STATEMENT OF SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 1997

	Capital Funds	Unexpended Income	1997 Total	1996 Total
BALANCE, JANUARY 1	\$ 428,325	\$ 61,822	\$ 490,147	\$ 367,759
REVENUE				
Donations	187,009	72,981	259,990	184,612
Interest		23,477	23,477	21,580
Transfer from Unexpended Income				14,102
Transfer from Capital		7,000	7,000	
	<u>187,009</u>	<u>103,458</u>	<u>290,467</u>	<u>220,294</u>
EXPENDITURES				
Awards/Disbursements		76,420	76,420	83,804
Transfer to Capital				14,102
Transfers to Unexpended Income	7,000		7,000	
	<u>7,000</u>	<u>76,420</u>	<u>83,420</u>	<u>97,906</u>
BALANCE, DECEMBER 31	\$ 608,334	\$ 88,860	\$ 697,194	\$ 490,147

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997**

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

Revenues and expenditures are accounted for on the accrual basis, whereby revenues are recorded when earned and expenditures are recorded when incurred.

(b) Donated Materials and Services

The fair market value of donated materials and services are recorded when received.

2. CAPITAL FUNDS

The Capital Funds are restricted according to the terms of reference of the award.

3. DONATED MATERIALS AND SERVICES

The Foundation received donated materials valued at \$3,436 during the current year, (1996 - nil). The Foundation did not receive donated services in the current year or the previous year.

The Board of Education for the City of Hamilton Foundation
Analysis of Investments
As at December 31, 1997

	Province of Ontario	C.I.B.C.	Montreal Trust	Montreal Trust	Province of Ontario	Toronto Dominion	Total
	3.625%	5.500%	5.500%	5.500%	5.375%	5.500%	Investments
	Nov 15/96	July 22/96	June 17/96	June 2/96	July 22/96	July 22/96	
	Nov 15/98	July 22/98	June 17/98	June 2/98	July 22/98	July 22/98	
A.D. Needle Trust Fund Award	\$	\$ 2,800	\$	\$	\$	\$	2,800
A.J. Krever Award		1,844					1,844
A. Morrell Memorial Scholarship		3,430					3,430
Andrew MacDonald Award		1,205					1,205
Art Scholarship	3,350	1,750					5,100
Award of Merit		500					500
Bill Mastin Memorial Award							
Buchan Medal Award	800	250				7,147	7,147
C.G.W. McKague Award							1,050
C.M.H.C. & Ham. & Dist. Home Bldrs. Assoc.		500				1,844	1,844
C. Thomas Lowe Memorial Award					35,675		36,175
Carol Moule Memorial Award					925		925
Continuing Education Award		36,652			1,410		38,062
Craig Anderson Memorial Creative Writing Award					6,000		6,000
Delta Staff Association Award					5,172		5,172
Doris Gasse Award				500	250		250
Dr. E.A. Hutton Award					5,000		500
Dr. Harry Paikin Memorial Fund						3,925	5,000
E. Michael Zebroski Music Scholarship							3,925
Elma Darlington Award					3,536		3,536
Elva Kendall Newlands Award in Literature					2,000		2,000
Emily Kirby Award in Family Studies		200			2,000		2,200
English Literature Award					200		200
Ezra E. Parkehouse Prize					500		500
Frank A. Magee Award					100		100
G.L. Cooper Award					212		212
George R. ... in Prize					500		500
					200		200

The Board of Education for the City of Hamilton Foundation
Analysis of Investments
As at December 31, 1997

	Province of Ontario	C.I.B.C.	Montreal Trust	Montreal Trust	Province of Ontario	Toronto Dominion	Total
	3.625% Nov 15/96	5.500% July 22/96	5.500% June 17/96	5.500% June 2/96	5.375% July 22/96	5.500% July 22/96	Investments
	Nov 15/98	July 22/98	June 17/98	June 2/98	July 22/98	July 22/98	
George R. Parke Award	\$	\$	\$	\$	\$	\$	590
Gladys McAndrew Memorial Award		290			590		3,624
H.H. Lowden Award					3,334		1,550
Hamilton Draftsmen Association Prize					1,550		3,850
Hamilton Place Award					3,850		100
Hardy Awrey Memorial Fund		450		50	100		6,100
Helen Detwiler Fund				1,000	5,600		3,675
Hess Street Proficiency Award					2,675		1,050
Hess Street School Reunion Award					1,050		2,000
Hill Park Art Award					2,000		250
Ida M. Robb Memorial Award					250		1,274
James Johnson Memorial Award	600				1,274		10,016
Jansen H.H. Memorial Award Fund		203			9,416		203
Jason Wong Memorial Award					1,715		1,715
John Hill Second Language Award					1,080		1,080
John McCullough Award	400	50					450
L. George Russell Award		343					343
Laura Miller Award in Public Speaking						24,200	24,200
Lawrence Munroe Scholarship						9,504	9,504
Lucille LaFramboise Memorial Award		3,557			170		3,727
Luke H. LeRoy Award						1,000	1,000
Madelaine Westland Memorial Award						1,000	1,000
McIlwraith War Memorial Award		150					150
Megan Lawrence Alternative Education Fund						10,500	10,500
Memorial Award	2,233						5,933
Michael George Sudar Award					3,700		1,740
Muriel Eastman Scholarship in English		329			1,740		329

The Board of Education for the City of Hamilton Foundation
Analysis of Investments
As at December 31, 1997

	Province of Ontario	C.I.B.C.	Montreal Trust	Montreal Trust	Province of Ontario	Toronto Dominion	Total Investments
	3.625%	5.500%	5.500%	5.500%	5.375%	5.500%	
	Nov 15/96	July 22/96	June 17/96	June 2/96	July 22/96	July 22/96	
	Nov 15/98	July 22/98	June 17/98	June 2/98	July 22/98	July 22/98	
Murray Black Music Scholarship	\$	\$	4,700 \$	150 \$	\$	\$	6,450
Norman E. Reid Award			2,577				2,577
OSSTF/Dorothy Collingwood Scholarship					2,030		2,030
Paardeburg IOOE Award				1,950	50		2,000
Pat Kirby Citizenship Award		3,022		3,000	150		3,172
Paul J. Myler Trust					750		3,750
Philip Family Award					500		500
R. Cole Award					594		594
Ray McCormick Award			1,300				1,300
Recognition of Excellence Award		508	5,800				6,308
Roy S. Cartmell Memorial Fund					1,060		1,060
Royal Oak Dairy Award						800	800
Russell N. Eden Art Awards					7,000		7,000
Sandi Bell Award					680		680
Seneca School Citizenship Foundation Award		150				150	150
Sharon MacKay Trust Fund			3,474				3,474
Sir Allan MacNab Academic Award			5,128				5,128
Sir John A. Macdonald Secondary School Award	1,117		1,000				2,117
Sir John M. Gibson Award					1,100		1,100
Stan Sobel Award			10,000		2,500		12,500
Stella Osborn Award			6,046				6,046
Strathcona Reunion Committee Award			600				600
Susan E. Bennetto Award					1,116		1,116
Thomas F. McIlwraith Award			200				200
Vern Ames Prize in Mathematics			7,203				7,203
Walter Gasparik Memorial Award			1,000				1,000

The Board of Education for the City of Hamilton Foundation
 Analysis of Investments
 As at December 31, 1997

	Province of Ontario	C.I.B.C.	Montreal Trust	Montreal Trust	Province of Ontario	Toronto Dominion	Total Investments
	3.625%	5.500%	5.500%	5.500%	5.375%	5.500%	
	Nov 15/96	July 22/96	June 17/96	June 2/96	July 22/96	July 22/96	
	Nov 15/98	July 22/98	June 17/98	June 2/98	July 22/98	July 22/98	
Wm. Alexander Lees Memorial Scholarship	\$	\$	5,000 \$	\$	\$	\$	5,000
Wm. Flannigan Geography Prize			500				500
	\$	8,500 \$	59,783 \$	55,028 \$	6,150 \$	121,304 \$	59,920 \$
							310,685
MARKET VALUE (DECEMBER 31, 1997)	\$	8,500 \$	59,783 \$	55,028 \$	6,150 \$	121,304 \$	59,920 \$
							310,685

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For The Year Ended December 31, 1997

Capital	Balance January 1 1997	Donations	Transfers	Disbursements	Balance December 31 1997
A.D. Needle Trust Fund Award	\$ 2,800			\$	2,800
A.J. Krever Award	1,844				1,844
A. Morrell Memorial Scholarship	3,431				3,431
Alma Knapman Award	100,000	13,140			113,140
Andrew MacDonald Award	1,205				1,205
Art Scholarship	5,100				5,100
Award of Merit	500				500
Bill Mastin Memorial Award	7,147				7,147
Buchan Medal Award	1,050				1,050
C.G.W. McKague Award	1,844				1,844
C.M.H.C. & Ham. & Dist. Home Builders Assoc. Award	36,175				36,175
C. Thomas Lowe Memorial Award	925				925
Carol Moule Memorial Award	38,962				38,962
Continuing Education Award	6,000				6,000
Craig Anderson Memorial Creative Writing Award	5,172				5,172
Delta Staff Association Award	250				250
Doris Gasse Award	500				500
Dr. E.A. Hutton Award	5,000				5,000
Dr. Harry Paikin Memorial Fund	3,925				3,925
E. Michael Zebroski Music Scholarship	3,535				3,535
Elma Darlington Award	2,000				2,000
Elva Kendall Newlands Award in Literature	2,200				2,200
Emily Kirby Award in Family Studies	200				200
English Literature Award	500				500
Ezra E. Parkehouse Prize	100				100
Frank A. Magee Award	211				211
G.L. Cooper Award	500				500
George R. Allan Prize	200				200
George Parke Award	590				590

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For The Year Ended December 31, 1997

Capital	Balance January 1 1997	Donations	Transfers	Disbursements	Balance December 31 1997
Gladys McAndrew Memorial Fund	\$ 3,624	\$	\$	\$	3,624
H.H. Lowden Award	1,550				1,550
Hamilton Draftman's Association Prize	3,850				3,850
Hamilton Place Award	100				100
Hardy Awrey Memorial Fund	6,100				6,100
Helen Detwiler Fund	4,675				4,675
Hess Street Proficiency Award	1,050				1,050
Hess Street School Reunion Award	2,000				2,000
Hill Park Art Award	250				250
Ida M. Robb Memorial Award	1,274				1,274
James Johnson Memorial Award	10,016				10,016
James V. Guidice Trust	0	173,869			173,869
Jansen H.H. Memorial Award Fund	203				203
Jason Wong Memorial Fund	1,715				1,715
Jim Cunningham Computer Memorial Award	3,900				3,900
John and Anna Gerula Academic Award	1,200				1,200
John Hill Second Language Award	1,080				1,080
John McCullough Award	450				450
L. George Russell Award	344				344
Laura Miller Award in Public Speaking	24,200				24,200
Lawrence Munroe Scholarship	9,504				9,504
Lucille Laframboise Memorial Award	3,727				3,727
Luke H. LeRoy Award	1,000				1,000
Madelaine Westland Memorial Award	1,000				1,000
McIlwraith War Memorial Award	150				150
Megan Lawrence Alternative Education Fund	10,500				10,500
Memorial Award	5,933				5,933
Michael George Sudar Award	3,060				3,060
Michael Lytwyn Memorial Award	800				800

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For The Year Ended December 31, 1997

Capital	Balance January 1 1997	Donations	Transfers	Disbursements	Balance December 31 1997
Muriel Eastman Scholarship in English	\$ 329	\$		\$	329
Murray Black Music Scholarship	6,450				6,450
Norman E. Reid Award	2,577				2,577
OSSTF/Dorothy Collingwood Scholarship	2,250				2,250
Paardeburg IODE Award	2,000				2,000
Pat Kirby Citizenship Award	3,172				3,172
Paul J. Myler Trust	4,250				4,250
Philip Family Award	500				500
R. Cole Award	594				594
Ray McCormick Award	1,300				1,300
Recognition of Excellence Award	6,308				6,308
Roy S. Cartmell Memorial Fund	1,060				1,060
Royal Oak Dairy Award	800				800
Russell N. Eden Art Awards	7,000				7,000
Sandi Bell Award	680				680
Seneca School Citizenship Foundation Award	150				150
Sharon MacKay Trust Fund	3,474				3,474
Shubha Dighe's "Buddy" Award	500				500
Sir Allan MacNab Academic Award	5,128				5,128
Sir John A. Macdonald Secondary School Award	2,117				2,117
Sir John M. Gibson Award	1,100				1,100
Stan Sobel Award	12,500				12,500
Stella Osborn Award	6,046				6,046
Stinson Street School Nutrition Program	7,000		7,000		0
Strathcona Reunion Committee Award	600				600
Susan E. Bennetto Award	1,116				1,116
Thomas F. McIlwraith Award	200				200
Vern Ames Prize in Mathematics	7,203				7,203
Walter G. ... Memorial Award	1,000				1,000

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For The Year Ended December 31, 1997

Capital	Balance January 1 1997	Donations	Transfers	Disbursements	Balance December 31 1997
Westdale Computer Fund	\$ 300	\$		\$	300
Wm. Alexander Lees Memorial Scholarship	5,000				5,000
Wm. Flannigan Geography Prize	500				500
	\$ 428,325	\$ 187,009	\$ 7,000	0	\$ 608,334

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
A.D. Needle Trust Fund Award	\$ 165	0	163	\$ 210	118
A.J. Krever Award	384	0	113	0	497
A. Morrell Memorial Scholarship	34	0	200	0	234
Alma Knapman Award	182	0	2,783	560	2,405
Andrew MacDonald Award	238	0	72	0	310
Ann Chasty Memorial Bursary	250	0	7	0	257
Art Scholarship	133	0	221	195	159
Award of Merit	14	0	27	-13	54
Bill Mastin Memorial Award	227	0	406	392	241
Buchan Medal Award	57	0	44	0	101
Burkholder Drive Middle School Fund	0	50	0	0	50
C. E. Lewis Award	62	1,000	17	200	879
C.G.A. Association Award	112	0	3	100	15
C.G.W. McKague Award	50	0	102	170	-18
C.M.H.C. & Ham. & Dist. Home Builders Assoc. Award	1,200	0	2,008	1,740	1,468
C. Thomas Lowe Memorial Award	377	0	60	50	387
Carol Moule Memorial Award	2,312	0	2,216	2,000	2,528
Charles Chasty Memorial Scholarship	250	0	7	250	7
City Wide Choir Fund	0	10,136	0	10,136	0
Continuing Education Award	322	0	335	400	257
Craig Anderson Memorial Creative Writing Award	271	200	290	500	261
Delta Staff Association Award	10	12	13	25	10
Doesburg Needy Student Award	569	0	15	42	542
Doris Gasse Award	17	0	28	-14	59
Dr. E.A. Hutton Award	462	0	285	500	247
Dr. Harry Paikin Memorial Fund	184	150	242	222	354
E. Michael Zebroski Music Scholarship	150	0	197	190	157
Elma Darlington Award	66	0	109	60	115
Elva KeenikNewlands Award in Literature	282	0	126	100	308

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
Emily Kirby Award in Family Studies	\$ 25	0	11	10	\$ 26
English Literature Award	16	13	28	40	17
Ezra E. Parkehouse Prize	3	0	6	-8	17
Feeding Basic Needs	0	5,204	0	75	5,129
Frank A. Magee Award	7	0	11	11	7
Friends of Westdale Rowing	3,653	0	95	0	3,748
G.L. Cooper Award	234	0	33	0	267
George R. Allan Prize	173	0	15	0	188
George R. Parke Award	18	0	33	30	21
Gladys McAndrew Memorial Fund	428	0	210	190	448
Glendale Secondary School Outreach Fund	0	534	1	534	1
Graduation Award	1,845	0	48	0	1,893
H.H. Lowden Award	174	0	89	116	147
HPA Needy Students Fund	1,467	1,208	50	700	2,025
Hamilton Draftman's Association Prize	464	0	222	100	586
Hamilton Foundation Bursary	2	0	0	0	2
Hamilton Place Award	12	0	6	0	18
Hardy Awrey Memorial Fund	665	0	350	200	815
Helen Detwiler Fund	2,097	1,000	304	400	3,001
Hess Street Proficiency Award	267	0	63	273	57
Hess Street School Reunion Award	172	0	114	100	186
Hill Park Art Award	47	0	15	0	62
Ida M. Robb Memorial Award	48	0	71	65	54
J.D. Watson Award	428	0	11	150	289
James V. Guidice Estate	0	0	1,013	0	1,013
James Johnson Memorial Award	479	0	548	600	427
Jansen H.H. Memorial Award Fund	24	0	11	0	35
Jason Wong Memorial Fund	198	0	98	90	206
Jay Carrington Memorial Fund	0	510	2	0	512

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
Jim Cunningham Computer Memorial Award	\$ 149	0	216	100	265
John Hill Second Language Award	45	50	61	50	106
John McCullough Award	14	0	18	6	26
John and Anna Gerula Academic Award	93	0	68	50	111
Karl Heinz Memorial Scholarship	0	500	7	500	7
Klokoff Award	158	0	4	9	153
L. George Russell Award	10	0	20	18	12
Laura Miller Award in Public Speaking	4,905	0	1,433	1,215	5,123
Lawrence Munroe Scholarship	1,068	0	562	0	1,630
Lucille Laframboise Memorial Award	301	0	213	200	314
Luke H. LeRoy Award	217	0	72	0	289
Madeline Westland Memorial Award	41	0	67	55	53
McIlwraith War Memorial Award	30	0	11	0	41
Megan Lawrence Alternative Education Fund	2,063	0	625	2,000	688
Memorial Award	377	0	297	93	581
Michael George Sudar Award	116	355	172	200	443
Michael Lytwyn Memorial Award	39	0	45	0	84
Muriel Eastman Scholarship in English	41	0	21	20	42
Murray Black Music Scholarship	357	0	364	350	371
Needy Children Fund	0	272	11	0	283
Noreen Buxton Memorial Fund	0	2,253	22	0	2,275
Norman E. Reid Award	255	0	149	150	254
OSSTF/Dorothy Collingwood Scholarship	118	180	125	300	123
Other	0	0	0	-20	20
- Directors Discretionary Fund	11,242	0	356	0	11,598
- Film Library Equipment	0	150	0	150	0
- Liu Yang's Mathcamp - SJAM	0	2,605	0	0	2,605
- Scott Park Undergraduate Bursary	500	500	13	500	513
- Stelco Youth Veterans Association	0	3,300	0	3,300	0

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
Other (continued)					
- Bennetto -- Needy Students	\$ 0	330	0	0	330
- Centennial -- School Needs	0	250	0	250	0
- Dalewood -- Computer Equipment	0	1,500	0	0	1,500
- Dalewood -- Software	0	166	0	166	0
- Dalewood/Queen Victoria -- Internet Network	0	642	0	642	0
- Delta -- Computers	0	500	0	500	0
- Helen Detwiler -- Computer Equipment	0	600	0	600	0
- Helen Detwiler -- School Needs	0	40	0	40	0
- Hess Street -- Summer School	0	12,000	0	12,000	0
- Hill Park -- Career Day	0	25	0	25	0
- Hillcrest -- Athletics	0	1,000	0	1,000	0
- Hillcrest -- Underground Railroad Project	0	705	0	705	0
- Linden Park -- Artwork	0	1,000	0	1,000	0
- Mountain -- Cosmetology	0	1,000	0	1,000	0
- Norwood Park -- Computer Equipment	0	50	0	50	0
- Peace Memorial -- Playground	0	200	0	200	0
- Sanford Avenue -- Winter Wear	0	200	0	200	0
- Sir Winston Churchill -- Textbooks	0	1,000	0	1,000	0
- Thornbrae -- Physical Education	0	200	0	200	0
- Westmount -- Chrysalis Student Art Exhibit	0	4,425	0	4,425	0
- Westview -- School Needs	0	200	0	200	0
- Westview -- School Needs	0	25	0	25	0
Towards School Nutrition Programs					
- Adelaide Hoodless	0	200	0	200	0
- Bennetto	0	200	0	200	0
- Fairfield	0	500	0	500	0
- Hillsdale	0	300	0	300	0
- Prince Philip	0	1,000	0	1,000	0

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
Other - School Nutrition (continued)					
- Robert Land	\$ 0	1,000	0	1,000	0
- Seneca	0	100	0	100	0
- Sir Wilfrid Laurier	0	300	0	300	0
- Viscount Montgomery	0	1,000	0	1,000	0
- W H Ballard	0	100	0	100	0
- Woodward	0	100	0	100	0
Paardeburg IODE Award	82	891	126	1,000	99
Pat Kirby Citizenship Award	395	0	188	100	483
Paul J. Myler Trust	1,025	250	256	0	1,531
Philip Family Award	14	200	31	200	45
R. Cole Award	67	0	34	0	101
Ray Irvine Memorial Award for Young Authors	106	100	5	175	36
Ray McCormick Award	44	0	74	50	68
Recognition of Excellence Award	1,135	0	375	444	1,066
Rob Johnstone Memorial Award	0	675	10	675	10
Roy S. Cartmell Memorial Fund	124	0	60	55	129
Royal Oak Dairy Award	36	39	34	83	26
Russell N. Eden Art Awards	2,488	0	444	360	2,572
Sandi Bell Award	18	0	36	34	20
Seneca School Citizenship Foundation Award	5	0	11	16	0
Sharon MacKay Trust Fund	131	0	194	190	135
Shubha Dighe's "Buddy" Award	45	0	28	50	23
Sino-Canadian Friendship Award	2,120	0	55	2,000	175
Sir Allan MacNab Academic Award	2,543	0	348	0	2,891
Sir John A. Macdonald Secondary School Award	93	0	97	85	105
Sir John M. Gibson Award	245	0	67	80	232
Stan Sobel Award	1,162	0	717	680	1,199
Stelco Cico Union Business Education Scholarship	0	500	0	0	500

The Board of Education for the City of Hamilton Foundation
Statement of Surplus
For the Year Ended December 31, 1997

Unexpended Income	Balance January 1 1997	Donations/ Transfers	Interest	Disbursements	Balance December 31 1997
Stella Osborn Award	\$ 927	\$ 0	\$ 357	\$ 500	784
Stinson Street School Centennial Award	158	0	4	44	118
Stinson Street School Nutrition Program	3,137	7,000	428	4,817	5,748
Strathcona Reunion Committee Award	79	0	35	51	63
Susan E. Bennetto Award	142	0	67	84	125
Szucs Needy Student Fund	179	0	5	0	184
Thomas F. McIlwraith Award	40	0	13	0	53
Vern Ames Prize in Mathematics	322	0	407	474	255
Walter Gasparik Memorial Award	50	0	56	50	56
Westdale Computer Fund	230	0	23	0	253
Westdale Secondary School Fund	850	9,286	83	3,866	6,353
Wm. Alexander Lees Memorial Scholarship	169	0	276	290	155
Wm. Flannigan Geography Prize	196	0	33	0	229
	\$ 61,822	\$ 79,981	\$ 23,477	\$ 76,420	\$ 88,860

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

A. Morrell Memorial Scholarship	\$	0	W. H. Ballard	Students standing highest in Arithmetic (no award given).
A. D. Needle Trust Fund Award		210	Secondary Schools	Highest mark in English and History (3 @ \$70).
A. J. Krever Award		0	Alternative Education Program	Awarded annually to one student having shown great progress and indicated a willingness to continue to study beyond this program (not given).
Alma Knapman Award		560	Elementary Schools	Grade 8 boy and girl from each school who have demonstrated progress in general proficiency and character development (30 @ \$20).
Andrew MacDonald Award		0	Parkview	Two awards - greatest improvement in academic subjects and vocational subjects (not given).
Ann Chasty Memorial Bursary		0	Delta	Awarded to a student(s) who have shown high academic standing, and who demonstrate financial need (not given).
Art Scholarship		195	Sir John A. Macdonald	Art, Architectural Drafting and Mechanical Drafting awards (1 @ \$60, 3 @ \$45).
Award of Merit		27	Sanford Avenue	Graduating student who has exhibited academic excellence, concern and respect for others and honesty, sincerity and dependability (1 @ \$27).
Bill Mastin Memorial Award		392	2 to Hill Park 2 City-wide	"Personal Growth" award to 2 students who have shown the most personal growth; "Science Award" to 2 students who have demonstrated an outstanding attitude, achievement and performance in the field of science (4 @ \$98).
Buchan Medal Award		0	Sherwood	Proficiency in Latin and English (not given).
Burkholder Drive Middle School Fund		0	Burkholder Drive School	General school fund.
C. Thomas Lowe Memorial Award		50	Sherwood	General proficiency awards (1 @ \$49.61).

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

C.E. Lewis Award	\$ 200	Sir Allan MacNab	Awarded to a student who: plans to attend a post-secondary institution, maintains an active and positive profile in the extra-curricular program, and attains a high academic average in two senior English credits and in a senior Social Science (1 @ \$200).
C.G.A. Association Award	100	Secondary Schools on Rotation Basis	Graduating student with highest overall average in Accounting and Commerce subjects (1 @ \$100).
C. G. W. McKague Award	170	Secondary Schools on Rotation basis	One student who has the highest mark in second year Music Studies and intends to continue the study of music in the senior grades (1 @ \$170).
Canada Mortgage and Housing Corporation and Hamilton & District Home Builders Association Award	1,800	Secondary Schools (Composite & Vocational)	Awarded annually to one or more Grade 11 Student(s) per school who are enrolled in 2 or more Technological courses and who have demonstrated high achievement, a good work ethic and intent to continue in a Technological program in Grade 12 (4 @ \$75, 3 @ \$50, 16 @ \$37.50, 15 @ \$30, 12 @ \$25).
Carol Moule Memorial Award	2,000	Westdale	To be awarded annually to the students outstanding in the subjects of Chemistry and Physics (2@ \$1,000).
Charles Chasty Memorial Scholarship	250	Delta	Awarded to a student(s) who have shown high academic standing, and who demonstrate financial need (1 @ \$250).
City Wide Choir Fund	10,136	City Wide Choir	General purpose fund for the City Wide Choir - raising funds in 1997 to go to Halifax Music Festival.
Continuing Education Award	400	Continuing Education Evening School Programs	Student(s) having taken a Grade 12 Evening School credit course, having demonstrated ambition, having shown significant achievement and having some financial need in order to further his/her education. (1 @ \$400).
Craig Anderson Memorial Creative Writing Award	500	Sherwood	Two graduating students with interest or skill in the field of Creative Writing. (1 @ \$300, 1 @ \$200).

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

Delta Staff Association Award	\$ 25	Delta	Graduating student who has exemplified the highest principles of scholarship, citizenship and sportsmanship (1 @ \$25).
Doesburg Needy Student Award	42	Westdale	To provide funds for both academic and materials needs for needy students as determined by the guidance department and the administration of Westdale.
Doris Gasse Award	25	Caledon	Outstanding graduate on the basis of general proficiency and progress in the English Language (1 @ \$25).
Dr. E. A. Hutton Award	500	Secondary Schools on Rotation Basis	Graduating student(s) proceeding to Grade 13 who have made an overall contribution to the school. (1 @ \$500).
Dr. Harry Paikin Memorial Fund	270	Sir John A. Macdonald, Bennetto and Hess	Graduating student who has maintained the highest standing for Oral and Written Language (1 @ \$70, 2 @ \$35, school reimbursements @ \$130.28).
E. Michael Zebroski Music Scholarship	190	Westdale	Two awards - brass players who display positive attitude, make a contribution to the music program, regarded as an all-round student and minimum music mark 75% - one graduating student and one 1st or 2nd year student (2 @ \$95).
Elma Darlington Award	60	Secondary Schools	Needy students, unsuccessful for Memorial Bursary, who require financial assistance to continue school (1 @ \$60).
Elva Kendall Newlands Award in Literature	100	Secondary Schools on Rotation Basis	Presented to student(s) achieving highest standing in OAC 1 (2 @ \$35 + plaques).
Emily Kirby Award in Family Studies	10	Caledon	Clothing student who has demonstrated the greatest improvement in sewing skills (1 @ \$10).
English Literature Award	40	Delta	Graduating student who has maintained the highest average in English Literature throughout their years at Delta (1 @ \$40).
Ezra E. Parkehouse Prize	0	Dalewood	Proficiency in Industrial Art (not given).
Feeding Basic Needs	75	All Schools	To provide funds to needy students.

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

Frank A. Magee Award	\$	11	Central	Proficiency in oral and written language skills (1 @ \$11).
Friends of Westdale Rowing		0	Westdale	To purchase a rowing shell and oars.
G. L. Cooper Award		0	R. A. Riddell	Students (maximum of 5) who exemplify the following: respect for self and others; achievement working to the best of their ability; responsibility (not given).
George R. Allan Prize		0	George R. Allan	Boy and Girl with highest standing in graduating class (not given).
George R. Parke Award		30	Sir John A. Macdonald	Championship for Sports Day (1 @ \$30).
Gladys McAndrew Memorial Fund		190	Westdale	Female graduate who has good character and integrity, portrays qualities of academic excellence and good citizenship and intends to continue their education (2 @ \$95).
Glendale Secondary School Outreach Fund		534	Glendale	General school fund.
Graduation Award		0	Westdale	Two members of the graduating class who have made an all-round contribution to the school (not given).
H. H. Lowden Award		116	Centennial	Most improvement in character and proficiency and to purchase library, classroom books.
HPA Needy Students Fund		700	Elementary Schools	Funds for needy students at principals discretion (14 @ \$50).
Hamilton Draftsmen Association Prize		100	Secondary Schools	Scholarship in Mechanical, Electrical or Electrical Drafting (1 @ \$100).
Hamilton Place Award		0	Delta	Graduating student who has achieved the highest rating in Geography.

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

Hardy Awrey Memorial Fund	\$ 200	Westdale	Student athlete who best displays the qualities of sportsmanship, leadership and scholarship (1 @ \$200).
Helen Detwiler Fund	400	Helen Detwiler	To be awarded on an emergency basis to students in financial need of food clothing, etc. (food vouchers @ \$400).
Hess Street Proficiency Award	273	Hess Street	Recognition of achievement among the graduating students (books & awards).
Hess Street School Reunion Award	100	Hess Street	Male and female students displaying superior scholarship and citizenship (2 @ \$50).
Hill Park Art Award	0	Hill Park	Grade 12 deserving Art student who plans to continue in the study of Art.
Ida M. Robb Memorial Award	65	Parkview	Outstanding achievement (1 @ \$65).
J. D. Watson Award	150	Westdale	To a graduating member of the Triune Student Council who has demonstrated outstanding leadership qualities (1 @ \$150).
James V. Guidice Trust	0	Hamilton Secondary Schools	1 graduating girl and 1 graduating boy who excel in Math, Physics, Music or Acting, who will complete college or university, and who demonstrate financial need.
James Johnson Memorial Award	600	Elementary Schools	Advancement of Music (4 @ \$150).
Jansen H.H. Memorial Award Fund	0	Caledon	To be awarded annually to the top student in Textiles class (not given).
Jason Wong Memorial Award	90	Secondary School Rotation	Graduating student who has demonstrated academic excellence in history at a senior advanced level (1 @ \$90).
Jay Carrington Memorial Award	0	Sir Winston Churchill	Graduating student who exhibits extraordinary talent in creative writing.
Jim Cunningham Computer Memorial Award	100	Westdale	Graduating student who will be continuing education at a post-secondary level and who has demonstrated an increasing interest in the use of computers during the year (1 @ \$100).

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

John and Anna Gerula Academic Award	\$	50	Lloyd George	Two recipients - boy and girl. To recognize in students the achievement of doing well in school and to help motivate them to strive academically (2 @ \$25).
John Hill Second Languages Award		50	Secondary Composite	To a graduating student who has excelled in the study of a second language (1 @ \$50).
John McCullough Award		14	Central	Boys and girls with highest standing in senior grades (2 @ \$7).
Karl Heinz Memorial Scholarship		500	Delta	To a graduating student who is continuing studies in college or university, shows high academic standing, has financial need, is a Canadian citizen and who has not received other monetary awards (1 @ \$500).
Klokoff Award		9	Stinson	To a graduating student who has not achieved honours, but has shown the most consistent effort to the best of their ability (1 @ \$9).
L. George Russell Award		18	Glen Echo	Best all-round student in graduating class (2 @ \$9).
Laura Miller Award in Public Speaking		1,300	Secondary Schools	Public speaking contest (3 @ \$100, 10 @ \$60, 10 @ \$25, 10 @ \$15).
Lawrence Munroe Scholarship		0	Secondary Schools	Study of Architecture (not given).
Lucille Laframboise Memorial Award		200	Secondary Schools on Rotation Basis	To a graduating French Immersion student who: has satisfied all the requirements for the French Immersion Certificate, has been an outstanding participant in the French Immersion program, has made an all-round contribution to the school and exemplifies the values and standards of the school (2 @ \$100).
Luke H. LeRoy Award		0	Hill Park	Graduating student who earned the highest mark in Chemistry at the O.A.C. level Graduating student who earned the highest mark in Physics at the O.A.C. level Graduating student who earned the highest mark in Biology at the O.A.C. level (not given).

The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997

Madelaine Westland Memorial Award	\$ 55	Westdale	Grade 9 student for general proficiency (1 @ \$55).
McIlwraith War Memorial Award	0	Centennial	Subsidize camping fee (not given).
Megan Lawrence Alternative Education Fund	2,000	Elementary & Secondary Alternative Education Programs	Distribution of the income to be determined by the Program Leader of the Alter-Ed School (2 @ \$800, 1 @ \$400).
Memorial Award	93	All Schools	History books for libraries (\$25 each).
Michael George Sudar Award	200	Sir Winston Churchill	Graduating student who has attained at least 70% average in their best six OAC courses (1 @ \$200).
Michael Lytwyn Memorial Award	0	Rotation - Delta and Parkview	Graduating student who has shown the greatest academic improvement over the high school years (not given).
Muriel Eastman Scholarship in English	20	Prince of Wales	Proficiency in English (1 @ \$ 20).
Murray Black Music Scholarship	350	Westdale	Graduating student who is an active member of the Music Dept. and has been accepted into a post-secondary music program (1 @ \$350).
Needy Children Fund	0	All Schools	Funds when other options are exhausted.
Noreen Buxton Memorial Fund	0		Terms not yet established.
Norman E. Reid Award	150	Secondary Schools	Graduating student who has attained honour standing in Senior Geography and has contributed to the overall life and spirit of the school (2 @ \$50, 2 @ \$25).
OSSTF/Dorothy Collingwood Scholarship	300	Hill Park	Grade 12 or OAC Business student with high academic standing, who plans to attend college or university and is in need of financial assistance (1 @ \$300).

The Board of Education for the City of Hamilton Foundation
 Foundation Awards
 For the Year Ended December 31, 1997

Other Awards

Donations are one time in nature, and are to a specific school.

	\$	200	Adelaide Hoodless	Towards nutrition program.
		3,300	All Secondary	Stelco War Veterans Bursary.
		200	Bennetto	Towards nutrition program.
		250	Centennial	Towards school needs.
		4,425	Chrysalis Art Exhibit	Student Art Exhibit.
		166	Dalewood	Towards computer software.
		642	Dalewood/Queen Victoria	Towards Internet costs.
		500	Delta	Towards computer equipment.
		500	Farifield	Towards nutrition program.
		40	Helen Detwiler	Towards purchase of equipment.
		600	Helen Detwiler	Towards computer equipment.
		12,000	Hess Street	Towards Summer School program.
		25	Hill Park	Towards Career Day.
		1,000	Hillcrest	Towards purchase of athletic shoes.
		705	Hillcrest	Underground Railroad Project.
		300	Hillsdale	Towards nutrition program.
		1,000	Linden Park	Towards artwork.
		1,000	Mountain	Towards Cosmetology program.
		50	Norwood Park	Towards computer equipment.
		200	Peace Memorial	Towards playground expenses.
		1,000	Prince Philip	Towards nutrition program.
		500	Robert Land	Towards nutrition program.
		500	Robert Land	Towards nutrition program.
		200	Sanford Avenue	Towards winter wear.
		500	Scott Park	Undergraduate Bursary.
		100	Seneca	Towards nutrition program.
		300	Sir Wilfred Laurier	Towards nutrition program.
		1,000	Sir Winston Churchill	Towards purchase of texts.
		150	Tape Library	Towards equipment.
		200	Thornbrae	Towards phys ed equipment.
		1,000	Viscount Montgomery	Towards nutrition program.
		100	W H Ballard	Towards nutrition program.
		200	Westview	Towards school needs.
		25	Westview	Towards school needs.
		100	Woodward	Towards nutrition program.
Paardeburg IODE Award		1,000	Sir John A. Macdonald	Graduate who is planning to attend a Fine Arts Course (2 @ \$500).
Pat Kirby Citizenship Award		100	Caledon	Gift or cash. Citizenship award to a graduating student (1 @ \$100).
Paul J. Myler Trust		0	Bennetto	To be awarded to students whose well-being would benefit (not given).

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

Philip Family Award	\$	200	Sherwood	Graduating student who is entering McMaster University to study Humanities or Social Sciences, and is not the recipient of a major scholarship (1 @ \$200).
R. Cole Award		0	Queen Victoria	Outstanding academic and citizenship qualities (not given).
Ray Irvine Memorial Award for Young Authors		200	Elementary Schools	Junior students who have exhibited skill and interest in creative writing (8 @ \$25).
Ray McCormick Award for Student Entrepreneurialism		50	Elementary Schools	Grade 8 student(s) that: - have created, within the Design and Technology course, an effective and innovative product or process, - have displayed an above average ability in creative thinking, - are involved in school activities and display leadership tendencies (1 @ \$50).
Recognition of Excellence Award		444	Classroom teachers & school administrators and all non-teaching personnel on a rotation basis.	Recipients are to have shown excellence in their day-to-day activities and that award funds would contribute to activities that would result in the enhancement of educational excellence. Recipient to be awarded upon completion of courses (1 @ \$444.27).
Rob Johnstone Memorial Award		675	Elementary Schools and Secondary Schools	Awarded to graduating students who are involved in school activities (1 @ \$200, 1 @ \$300, gift certificates @ \$175).
Roy S. Cartmell Memorial Fund		55	Westdale	Graduating student who excelled in the music program (1 @ \$55).
Royal Oak Dairy Award		83	Vocational School	Outstanding students - 2 at Ainslie Wood for outstanding food services and quality cooking, 1 for hospital and home care services and one for horticulture (3 @ \$11, 1 @ \$50).
Russell N. Eden Art Awards		360	Prince of Wales Tweedsmuir Senior Elementary on Rotation Basis	Grade 8 students who , in Visual Arts, demonstrate sensitivity and commitment, and who work co-operatively and collaboratively with students and teachers.

**The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997**

Sandi Bell Award	\$	34	Sanford Avenue	Student who has combined academic proficiency with an attitude of active concern for fellow students (1 @ \$33.55).
Seneca School Citizenship Foundation Award		16	Seneca	Students who show a willingness to learn, on-going participation in school activities and exemplary behaviour in school and in the community. Pen sets are awarded.
Sharon MacKay Trust Fund		190	Westdale	Students displaying an outstanding contribution in the graduating year with 80% on seven subjects on final report (5 @ \$38).
Shubha Dighe's "Buddy" Award		50	Huntington Park	To encourage appreciation for disabled and mentally challenged children and to laud the efforts of "buddies" to make children's life more pleasant (books).
Sino-Canadian Friendship Award		2,000	All Schools	To aid deserving students to finance an educational trip outside of Canada.
Sir Allan MacNab Academic Award		0	Sir Allan MacNab	Academic Honours Pins to recognize the academic achievements of students who are graduating and will not be returning to high school (not given).
Sir John A. Macdonald Secondary School Award		85	Sir John A. Macdonald	Proficiency in Metal Work Course (1 @ \$85).
Sir John M. Gibson Award		80	Central and Gibson	Boy and girl with highest standing in each graduating class (4 @ \$20).
Stan Sobel Award		680	Secondary and Vocational Schools	Graduating student of general good character who is leaving school to start a business or other worthwhile endeavour and who could use a hand (1 @ \$680).
Stella Osborn Award		500	Bennetto, Ryerson or Tweedsmuir	Graduating student demonstrating proficiency in the elementary grades.
Stinson Street School Nutrition Program		4,818	Stinson	Nutrition program set up at school.

The Board of Education for the City of Hamilton Foundation
Foundation Awards
For the Year Ended December 31, 1997

Stinson Street School Centennial Program	\$ 44	Stinson	To a graduating student who has shown the most consistent effort to the best of their ability without getting honours.
Strathcona Reunion Committee Award	51	Strathcona	Highest standing in entrance class.
Susan E. Bennetto Award	84	Bennetto	Highest citizenship qualities in graduating class (Books purchased).
Szucs Needy Student Fund	0	Elementary Schools	To provide funds for the Lunch Program for students who come to school hungry.
Thomas F. McIlwraith Award	0	Centennial	Subsidize camping fees (not given).
Vern Ames Prize in Mathematics	494	Elementary Schools	Proficiency in public school Arithmetic (25 @ \$19, 2 @ \$9.50).
Walter Gasparik Memorial Award	50	Parkview	Graduating student who has demonstrated achievement in the area of mathematics, a good work ethic, a positive attitude toward school & peers, and good attendance (1 @ \$50).
Westdale Computer Fund	0	Westdale	To supplement purchase of computer equipment (not given).
Westdale Secondary School Fund	3,866	Westdale	General school fund.
Wm. Alexander Lees Memorial Scholarship	290	Adelaide Hoodless	Highest standing in all academic subjects (2 @ \$87, 2 @ \$58).
Wm. Flannigan Geography Prize	0	Barton	Student showing success and interest in Year 3 Geography courses and general academic achievement and citizenship (not given).
TOTAL AWARDS	\$ 76,772		

#7

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: Allan Greenleaf

Date: 1998.05.11

To: Allan A. Greenleaf,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: County Schools Awards

Recommended Action:

Moved by: _____

That the County Schools Awards - Monitored by the Finance Department for presentation in 1998 be received and filed.

Rationale:

The attached list of awards available for distribution in County schools is provided for trustee information.



DG/GdeJ
1998-05-11

attach.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
COUNTY SCHOOLS AWARDS - MONITORED BY THE FINANCE DEPARTMENT
for presentation in 1998

1. J. L. GIBSON AWARDS

- Student most proficient in Mathematics and English
- student must have attended Lynden Public School
- total available for presentation is \$300.

HIGHLAND

Grade 10 award (1/6 x total)	\$ 50.00	
Grade 12 award (2/6 x total)	100.00	

PARKSIDE

Grade 10 award (1/6 x total)	\$ 50.00	
Grade 12 award (2/6 x total)	<u>100.00</u>	\$300.00

2. GREAT WAR MEMORIAL AWARDS

- students with highest average marks

FLAMBOROUGH CENTRE

Grade 8 award	\$ 55.00	
---------------	----------	--

WATERDOWN

Grade 12 award	<u>50.00</u>	\$105.00
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3. FORMER WATERDOWN DISTRICT HIGH SCHOOL AWARD

- available for presentation \$100.00

4. A. K. KING AWARD

- to graduate of **ANCASTER HIGH** in attendance at a university \$100.00

5. L. POCKINGTON AWARD

- to MOST IMPROVED grade 5 student at **QUEEN'S RANGERS** \$15.00

6. E. A. RYCKMAN MEMORIAL AWARD

- amount to be divided between a GRADE 10 ART student
and a SENIOR ART student at WATERDOWN HIGH

\$35.00

7. W. C. RYCKMAN MEMORIAL AWARD

- to student with HIGHEST AVERAGE mark
in Level 5 Mathematics at WATERDOWN HIGH

\$30.00

8. A. MOLLIKA AWARD

- to student with the HIGHEST AVERAGE mark
in Level 5 French or combined French & one
other language

1 award x \$100.

\$100.00

9. ALUMNI AWARD

- to student at WATERDOWN HIGH

\$100.00

10. RUSSELL J. WOODS MEMORIAL ARTS AWARD

- to graduating student who has exhibited
a high standard of proficiency in ART
and/or MUSIC at WATERDOWN HIGH

\$45.00

11. E. M. OTTMAN AWARD

- 50% to the most proficient Grade 4
student at QUEEN'S RANGERS

\$15.00

- 50% to KINDERGARTEN class at
QUEEN'S RANGERS for purchase of
a book or record

\$15.00

\$30.00

12. C. J. RAMSAY AWARD

- a grade 8 student (whose art has been
displayed at the Memorial Building
Board Office) receive his/her picture,
suitably and professionally framed
(Resolution #82-251)

\$100.00

13. REID DUNHAM AWARD

- to student who evidenced academic distinction
in one or more science subjects at the honour
graduation level at WATERDOWN HIGH
(RESOLUTION 80-325)

\$50.00

14. OLD VALLEY SCHOOL TRUST FUND

- DUNDAS DISTRICT SCHOOL
Grade 6 Citizenship Award

\$50.00

- DUNDAS DISTRICT SCHOOL
Grade 8 Citizenship Award

\$50.00

- DUNDAS DISTRICT SCHOOL
Grade 8 Industrial Arts Award

\$50.00

- DUNDAS DISTRICT SCHOOL
Grade 8 Family Studies Award

\$50.00

\$200.00

15. ELEANOR BASADUR MEMORIAL AWARD**WATERDOWN DISTRICT HIGH SCHOOL**

Citizenship award:

- Cash Award

\$130.00

\$175.00

- Small Trophy

30.00

- Name engraved on plaque

15.00**16. JOE MILLS SCHOLARSHIP FUND**

- to a worthy exceptional student who has
been in the Diagnostic Centre at any time,
in order to help him/her with any form of
post-secondary education, from any
secondary grade level in a Wentworth County
School. Recipient to be determined by
Program Services staff and Secondary
School Resource staff

\$120.00

17. RAY McCORMICK AWARD FOR STUDENT ENTREPRENEURIALISM

One or more annual monetary awards of \$50 each.

- to be awarded annually to a current grade 8 student who:

- displays above average ability in creative thinking
- demonstrates involvement in school activities and displays leadership tendencies
- creates, within the Design & Technology course, a product or a process which is both effective and highly innovative.

Consideration should be given to students who are of a visible minority, aboriginal people or physically disadvantaged.

Executive Director of the Business Advisory Centre of Hamilton-Wentworth should be contacted to arrange for a presenter.

Available for presentation

2 x \$50.	\$100.00
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18. CHERYL ANNE FACEY MEMORIAL AWARD

Annual award to elementary student:

Girl	\$400.	
Boy	\$400.	\$800.00

Recipients to be selected on the basis of their display of the following qualities: warmth, honesty, humour, appreciation for music and zest for life.

Family would appreciate communication regarding the administration of the fund.

Selection committee to include Carol MacKenzie, Jim White and John Baker. (Original contribution to the fund is to be preserved - \$13,000.00)

19. HARRY BRANSON CRAIG AWARDS

Interest accrued on the money donated from the Estate of Harry Branson Craig be awarded annually as a scholarship to a student at Parkside and to a student at Highland. (Resolution 92-166)

- available for presentation:

<u>PARKSIDE</u>	\$675.00	
<u>HIGHLAND</u>	\$675.00	\$1,350.00

20. NUGENT SCHOLARSHIP

Established in 1994, in memory of Thomas and Irene Nugent. Two \$500. scholarships are to be awarded annually to Saltfleet students: one to a male student and one to a female student. Scholarships are to be applied by the recipients against the cost of their tuition fees at any accredited Canadian University. If, the trust fund does not generate sufficient interest to cover the \$1,000. required, it will be the school's responsibility to fund the shortfall. Candidates for this award must have obtained notable academic standing and have made considerable contributions to school and community life. Must be a Canadian citizen or landed immigrant. (Resolution #94-173)

- to be presented

SALTFLEET

Girl	\$500.00	
Boy	\$500.00	\$1,000.00

- funding to come from:

Nugent Scholarship Fund	\$960.00
Saltfleet Secondary School	40.00

21. HOPE LEE TRUST FUND

The purpose of the Hope Lee Trust Fund is to sponsor one student's attendance at the Encounters With Canada Program at the Terry Fox Canadian Youth Centre each school year. Contributions are still being received and are added to the capital balance of the fund. Hope Lee has expressed a desire to provide for the difference between the annual fund interest earnings and the cost of the award.

1998 Projected Interest	<u>\$160.00</u>
1998/99 Registration Fee	<u>\$550.00</u>

Hope Lee would appreciate communication regarding the administration of the fund and the opportunity to present the award.

22. *THE ERNIE WEEKS MALE ATHLETE OF THE YEAR AWARD*

- male athlete of the year

WATERDOWN DISTRICT HIGH SCHOOL

\$150.00

23. *THE WEEKS SHIELD*

- to the student who has gained the highest average in Grade 9

WATERDOWN DISTRICT HIGH SCHOOL

\$150.00

24. *THE WILLIAM J. SUMMERS SCHOLARSHIP FUND*

- established to promote English studies.

ANCASTER HIGH & VOCATIONAL SCHOOL

\$500.00

#8

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M


May 12, 1998

TO: Allan A. Greenleaf
Director of Education

FROM: Bruce Thomson
Manager of Plant

Approved for distribution
by the Director.

Signature:



Date:

1998.05.12

RE: MOUNTAIN VIEW CLOSURE - ASBESTOS CONTAMINATION

This report outlines circumstances with respect to the closure of Mountain View Elementary School and the up-dating of asbestos inventories for county schools. One of the requirements of an earlier order issued by the Ministry of Labour stipulated that the Board proceed with the updating of asbestos inventories in all county schools and, that these inventories would be completed by February 1999. Members of the Regulated Substance team are currently in the process of updating asbestos inventories in county schools. The following represents a chronology of events at Mountain View school.

- ▶ **July 1995 - October 1995** - upgrades to building heating system are performed (see Appendix A)
- ▶ **March 20, 1998** - all count custodial staff receive asbestos awareness training
- ▶ **April 16, 1998** - all teaching and clerical staff at Mountain View school receive asbestos awareness training
- ▶ **April 28, 1998** - members of the Regulated Substance team begin field work associated with the development of an asbestos inventory - bulk samples are taken for subsequent analysis
- ▶ **April 29, 1998** - an expedited analysis of samples taken at window panel is received after 4:00 p.m. which identifies asbestos (crocidolite)
 - a meeting is arranged for the following morning at the school to review cleanup plans
- ▶ **April 30, 1998** - a meeting is held at 9:30 a.m. at the school to inspect the site, along with school representatives and the principal
 - a decision was made to begin an asbestos cleanup during off-hours, starting that day on the classroom unit ventilators and vicinity
 - later in the day an anonymous call was placed to the Ministry of Labour
 - a meeting was scheduled for the following day at 1:00 p.m. at the request of the Ministry of Labour
- ▶ **May 1, 1998** - a meeting is held at the school at 2:00 p.m. with the Ministry of Labour, school representatives, certified worker representatives and the principal

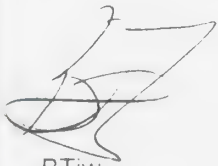
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page 2..../

- orders are issued by the Ministry of Labour to perform an asbestos cleanup, update asbestos inventories and to implement an asbestos management plan (see Appendix B)
- the Ministry of Labour elects to close the school due to evidence that classroom ventilators were not installed in accordance with asbestos regulations and, that school closure would be effective after the dismissal of regular classes that day.
- **May 1, 1998 - May 5, 1998** - an asbestos cleanup is performed in all affected classrooms
- **May 5, 1998** - samples taken reveal that there is no asbestos present
- the Ministry of Labour lifts closure order for classrooms to allow for occupancy
- a meeting is held with school staff and the Ministry of Labour hygienists to provide information and respond to any concerns
- the gymnasium and boiler room remain isolated awaiting cleanup

The stage, gymnasium and boiler room at Mountain View school are currently isolated. The Regulated Substance team is in the process of performing a cleanup of the stage area in order to allow school access to that area. Costings are being developed for gym remediation, with the intent of having it re-opened within a reasonable time line. The boiler room will remain isolated and accessed by trained personnel only, until such time as a remediation plan has been developed and implemented. Custodial staff have been provided with further site-specific information and have been directed as to the procedures and processes to follow. The asbestos inventory for the school is being completed and will be provided to the school. A site-specific asbestos operation management program will be developed and made available to the school before July 1, 1998.

Facility Supervisors have met with Regulated Substance team members and are reviewing conditions in county schools within their respective zones. All current asbestos inventory data will be compiled and provided to schools.



BTJw
att

APPENDIX "A"

SUMMARY OF UNIT VENTILATOR INSTALLATION

Prior to the summer of 1995 Mountain View school had been plagued with an inadequate, unreliable steam heating system. It was also one of the schools built at a time when ventilation was not a prime consideration. A variety of plans had been discussed to correct and/or to replace the failing steam heating system. A recent port-a-pak installation at the school had maxed out the electrical power availability. Installation of any new and significant electrical equipment would require a new electrical service to the school and a variety of other upgrades which would prove to be expensive. Both our uni-vent supplier and Union Gas had been expressing a desire to utilize gas-fired technology into our system. Ultimately, it was determined that we would install gas-fired uni-vents into each of the classrooms identical to the electric uni-vents in the port-a-pak. This decision had a number of benefits:

- ▶ each classroom would receive improved ventilation since the units would supply positive fresh air and provide air circulation
- ▶ the need to continually access the tunnel area under the school where asbestos was known to exist would be greatly reduced and the cost to extensively re-pipe the area would be eliminated
- ▶ overall operating costs for the school could be reduced through natural gas as a more economical fuel than electricity and, through reduced maintenance on the old steam system
- ▶ the uni-vents installed had the ability to have air conditioning added at some future date

The installation proceeded through the summer and fall of 1995. The unit ventilators were installed during the summer months when the school was unoccupied by students. Piping of the systems extended into the fall and work performed in classrooms was accomplished during after-school hours.

Contractors working in the school tunnels would have been made aware of the asbestos hazard in that area. It is unknown whether the contractors understood that the window panels, in the classrooms contained transite.

Ontario
Ministry of
LabourMinistère
du Travail
de l'OntarioOperations
DivisionDivision
des opérationsOccupational
Health and
SafetySanté et
sécurité au
travailPremise/Project Form
Formulaire d'inspection des locaux/du chantier

Project Name/Nom des locaux/du chantier Mountain View Elementary School		Date/Date D/J M/A Y 01/11/1998	PPR Page No./R.I.C. page ol/da 1 6	FV No./N° de - VR 739317
Premise/Project Location/Emplacement des locaux/du chantier 299 Barton St. E., Stony Creek ON L8E 2K7		P/P I.D. No./NOP No./ N° d'Ident - I/C/N° A.P. 65931	Case I.D. No./N° id. du cas 739317	
Inspection Unit/Unité d'inspection	SIC Codes/Codes CIS	JHSC Status/Statut du CMSS JC 50	Work Force/Personnel	% Cpltd / % trav. finis
Staff I.D. /id. de l'insp. 678	Requesting I.D./No d'id du (de la) resp	Case Type/Type de cas <input type="checkbox"/> INSP/INSP <input checked="" type="checkbox"/> INVE/ENQ <input type="checkbox"/> CONS/CONS	F.V. Type/Type de VR INIT	Bring Forward/Présenter EDUC
Narrative/Description Investigated anonymous worker concerns about asbestos exposure in school.		<input type="checkbox"/> Close Assign/ Fermer le travail <input type="checkbox"/> Close Case/Fermer le dossier		

☒ Cont'd./Suite

Order Issued to/Ordre donné à :

To/Destinataire Hamilton-Wentworth District School Board	I.D. No./N° d'ident.	Trade Code/Code du métier	Telephone No/Téléphone n°
Mailing Address/Adresse postale 100 Main St. W.	City/Ville Hamilton	Postal Code/Code postal L8N 3T8	

Organizations/Organisme

<input checked="" type="checkbox"/> Constructor/ Constructeur(trice)	<input type="checkbox"/> Owner/ Propriétaire	<input type="checkbox"/> Supplier/ Fournisseur(euse)
<input checked="" type="checkbox"/> Employer/ Employeur(euse)	<input type="checkbox"/> Licensee/ Titulaire d'un permis	<input type="checkbox"/> Architect, P. Eng./ Architecte, ingénieur(e)

Individuals/Particuliers

<input type="checkbox"/> Supervisor/ Superviseur(e)	<input type="checkbox"/> Officer, Dir. of Corp./ Dirigeant(e), admin. de la société
<input type="checkbox"/> Worker/ Travailleur(euse)	<input type="checkbox"/> Other/Autre

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule)

Order No./N° d'ordre	Type Code/Code	Act/Reg/Loi/Règl. I.D./N° d'id.	Yr/ Année	Sec/ Art.	Sub Sec/ Par.	Cl/ Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le		
							D/J	M/M	Y/A	
001	S.O.H.S.A	9.0	57	6			Pursuant to section 57(6) of the Occupational Health and Safety Act, all work and occupancy at this workplace shall stop, until order 003 in this report is complied with.			

☒ Cont'd./Suite

Recipient/Destinataire John Le Noury Principal J. Le Noury	Inspector Data/Données de l'inspecteur(trice) Shreekant Jha (#678) Shreekant Jha	Worker Representative/Représentant(e) des travail- leur(euse)s Sylvia Domenico Geoff Thompson Sylvia Domenico
Name of Recipient/ Présenté à (nom)	Signature/ Signature	Signature/ Signature

Note: You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days./Remarque: En vertu de la Loi sur la santé et la sécurité au travail, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre au Bureau d'arbitrage dans les 14 jours qui suivent.



Project Name/Nom des locaux/du chantier
Mountain View Elementary Sch

65937

To/Destataire
Hamilton-Wentworth Dist. School

Mailing Address/Adresse postale Main
100 ~~King~~ St. West

Hamilton

48N 3T8

☐ Other/Autre

Order No./N° d'ordre	Type Code/Code	Act/Reg/Lol/Regl.		Sub Sec/ Par.	CI/ AI.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le		
		Yr/ Année	Sec/ Art.				D/J	M/M	Y/A

☒ Cont'd./Suite

Part 1

Ministère
du Travail
de l'Ontario

Operations
Division

Division
des opérations

Occupational
Health and
Safety

Santé et
sécurité au
travail

Premise/Project Form – Order Continuation / Formulaire d'inspection des locaux/du chantier Reconstitution de l'ordre

Date/Date D/J M/M Y/A 01/MAY/98	PPR Page No./R/LC. page 3 of/de 6	F.V. No./MP de - VR 739317
---------------------------------------	--------------------------------------	-------------------------------

Premise /Project Name/Nom des locaux/du chantier

Project Name/Nom des locaux/du chantier
Mountain View Elementary School

P/PID No /NOP No /
fº d'Ident - I/C Nº A P

65937

Order Issued to/Ordre donné à :

To/Destinataire Hamilton - Wentworth Dist. School	I.D. No /N° d'ident.	Trade Code/Code du métier	Telephone No/Téléphone n°
Mailing Address/Adresse postale 100 Main St. W.	Beard	City/Ville Hamilton	Postal Code/Code postal L8N 3T8

Organizations/Organisme

Individuals/Particuliers

<input type="checkbox"/> Constructor/ Constructeur(trice)	<input type="checkbox"/> Owner/ Propriétaire	<input type="checkbox"/> Supplier/ Fournisseur(euse)	<input type="checkbox"/> Supervisor/ Superviseur(e)	<input type="checkbox"/> Officer, Dir. of Corp./ Dirigeant(e), admin. de la société
<input checked="" type="checkbox"/> Employer/ Employeur(euse)	<input type="checkbox"/> Licensee/ Titulaire d'un permis	<input type="checkbox"/> Architect, P. Eng./ Architecte, ingénieur(e)	<input type="checkbox"/> Worker/ Travailleur(euse)	<input type="checkbox"/> Other/Autre

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

Order No./N ^o d'ordre	Type Code/Code	Act/Reg/Loi/Regl. I.D./N ^o d'id.	Yr/ Année	Sec/ Art.	Sub Sec/ Par.	Cl/ Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le		
							D/J	M/M	Y/A	
003	U	838	90	5	4		Pursuant to section 5, subsection 4, Ontario Regulation 838/90 respecting asbestos in buildings, the employer shall clean up and remove fallen asbestos containing debris and materials, and repair, seal, remove or permanently enclose damaged and friable asbestos containing materials.			
							<input checked="" type="checkbox"/> Cont'd./Suite			

Recipient/Destinataire Respect exigé

Inspector Data/Données de l'inspecteur(trice)

Worker Representative/
Représentant(e) des travailleur(euse)s

Name of Recipient/
Rapport présenté à (nom)

Signature/
Signature

Signature/ Shreehanth P

Signature/ Signature G.F. - Lure J. F. W. M. L.

Note: You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days. *Remarque :* En vertu de la Loi sur la santé et la sécurité au travail, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre au Bureau d'arbitrage dans les 14 jours qui suivent.

Ontario
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de l'OntarioOperations
DivisionDivision
des opérationsOccupational
Health and
SafetySanté et
sécurité au
travailPremise/Project Form – Order Continuation / Formulaire
d'inspection des locaux/du chantier Recondution de l'ordreDate/Date
D/J M/M Y/A
9/MAY/98PPR Page No./R.I.C. page
4 of/de 6FV No./N° de – VR
739317P/P I.D. No./NOP No./
N° d'ident. – I/C N° A P

65937

Premise /Project Name/Nom des locaux/du chantier

Mountain View Elementary School

Order Issued to/Ordre donné à :

To/Destinataire Hamilton - Wentworth
Dist. School Board

I.D. No./N° d'ident.

Trade Code/Code du métier

Telephone No./Téléphone n°

Mailing Address/Adresse postale

100 Main St. W.

City/Ville

Hamilton

Postal Code/Code postal

L8N 3T8

Organizations/Organisme

☐ Constructor/
Constructeur(trice)☐ Owner/
Propriétaire☐ Supplier/
Fournisseur(euse)☐ Supervisor/
Superviseur(e)☐ Officer, Dir. of Corp./
Dirigeant(e), admin. de la société☒ Employer/
Employeur(euse)☐ Licensee/
Titulaire d'un permis☐ Architect, P. Eng /
Architecte, ingénieur(e)☐ Worker/
Travailleur(euse)☐ Other/Autre

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule)

Order No./N° d'ordre	Type Code/Code	Act/Reg/Lol/Régl. I.D./N° d'id.	Yr/ Année	Sec/ Art.	Sub Sec/ Par.	CI/ Al.	Text of Order/Requirements/Texte de l'ordre/Exigences	Comply by Date/Se conformer d'ici le		
								D/J	M/M	Y/A
0047		83890	90	5	1		As required by section 5(1), Ontario Regulation 838/90, the employer shall establish an asbestos management program at this school, incorporating updated asbestos detailed inventory, training of staff in asbestos hazards, inspection of asbestos materials on a regular basis with corrective action, and instruction of affected workers and contract	01. Jul.	98	

☐ Cont'd./Suite

Recipient/Destinataire/Respect exigé

Inspector Data/Données de l'inspecteur(trice)
workers.Worker Representative/
Représentant(e) des travailleurs(euses)Name of Recipient/
Rapport présenté à (nom)

Title/Titre

Signature/
SignatureSignature/
SignatureSignature/
Signature

Note:

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Ontario
Ministry of
LabourOperations
DivisionOccupational
Health and
SafetyPremise/Project Form - Narrative Continuation / Formulaire
d'inspection des locaux/du chantier Exposé de fait (suite)Ministère
du Travail
de l'OntarioDivision
des opérationsSanté et
sécurité au
travailDate/Date
D/J M/M Y/A
01 MAY 98PPR Page No./R.L.C. page
5 of/de 6F.V. No./N° de - VR
739317Contacts :

Sharon Fair, Supervisor, Reg. Substance
 Stephen Stirling, Co-ord. of Plant Services
 Debbie Long, Facility Supervisor - Plant
 Bruce Thomson, Manager of Plant
 Geoff Thompson, CUPE Certified rep.
 Betty Young, Caretaker
 Dan Fredson, Foreman, Hamilton Dist. Bd
 Sylvia Domenico, FWTAO (WWTA) cert. worker
 John Le Noury, Principal
 Therese Flanagan, Staff H & S rep.
 Judi Goldsworthy, H & S Officer
 Rob Kelland, OPSTF rep.

COMMENTS : (i) About 2 years back,
 transite panels containing chrysotile and
 crocidolite asbestos were cut, to install
 gas-fired heating/ventilating units (Uni-
 vents) in 13 classrooms. Asbestos containing
 (ACM) dust and debris was created, since

☐ Cont'd./Suite

Recipient/Destinataire

Inspector Data/Données de l'inspecteur(trice)

Health & Safety Representative/
Représentant(e) en santé et sécuritéName of Recipient/
Rapport présenté à (nom)Titre
Signature/
SignatureSignature/
SignatureSignature/
Signature**Note:**

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Ontario
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SafetyPremise/Project Form – Narrative Continuation / Formulaire
d'inspection des locaux/du chantier Exposé de fait (suite)Ministère
du Travail
de l'OntarioDivision
des opérationsSanté et
sécurité au
travailDate/Date
D/J

M/M

Y/A

01 MAY 1988

PPR Page No / RILC, page

6

of/de

6

F.V. No / N° de – VR

73931

Safe asbestos work procedures were not followed. The gymnasium ceiling, with 18% chrysotile, was also drilled to install ductwork, etc., creating more ACM dust, since proper asbestos work procedures were not followed.

(2) Orders issued shall be complied with promptly. Only after clean up and repairs, etc. are complete in the classrooms, and appropriate clearance testing done, shall reoccupancy be permitted. Areas to be cleaned up on a lower priority (e.g. boiler room, gymnasium and library) shall be sealed and signed (warning signs) to prevent entry. Any activity that may dislodge or release ACMs in occupied areas of the school shall be prohibited. The employer must contact the Ministry when orders 001 through 003 are complied with.

(3) The employer must consider replacing all transite panels with non-asbestos materials in classrooms, to prevent future asbestos contamination from damaged panels.

☐ Cont'd./Suite

Recipient/Destinataire

Inspector Data/Données de l'inspecteur(trice)

Health & Safety Representative/
Représentant(e) en santé et sécuritéName of Recipient/
Rapport présenté à (nom)

Title/Titre

Signature/
SignatureSignature/
SignatureSignature/
Signature

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9a)

1998 05 11

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
RECOMMENDATION - ANCASTER HIGH

RECOMMENDED ACTION:

Moved by _____ that the Joint Occupational Health and Safety Committee recommendations dated March 25, 1998 regarding Ancaster High be forwarded to the Board Solicitor for review and advice.

9a-1

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Health & Safety
M E M O R A N D U M

TO: Allan Greenleaf
Director of Education & Secretary

FROM: Judi S. Goldsworthy
Health & Safety Officer

RE: *Joint Occupational Health & Safety Committee Recommendation - Ancaster High*

During the March 25, 1998 Joint Occupational Health & Safety Committee Meeting it was agreed that a request would be made to the Hamilton-Wentworth District School Board requesting that a letter be placed in the personnel file of any employee who had an assignment at Ancaster High, at any time between September 1990 and December 31, 1997. The letter is to indicate that during the above mentioned period the following events occurred:

- i) friable asbestos was discovered in both the east wing and the west wings of the school during the school year 19990-1991, leading to the closing of parts of the facility for removal and extensive clean-up and short term closures, clean-up and encapsulation in the sections of the facility where asbestos was not removed and,
- ii) asbestos materials were handled improperly by an outside contractor, over approximately a four week period during a period of time in November 1997 when the building was occupied.

Further the letter should state that these incidences may have led to the exposure of employees in the building to unacceptable levels of asbestos

On behalf of the Joint Occupational Health & Safety Committee, I would like to thank you and the Board of Trustees for their consideration on this matter. I would also like to advise that, in accordance with section 20 of the *Occupational Health and Safety Act*, the employer has 21 days to respond in writing (from receipt of a written request from the Health and Safety Committee).

1998 04 06

pc Joint Occupational Health & Safety Committee Members

judi/perfile.asb

9(b)

1998 05 11

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **MINISTRY OF LABOUR ORDERS, ANCASTER HIGH**

RECOMMENDED ACTION:

Moved by _____ that the Ministry of Labour Orders, Ancaster High be received for information.

Rationale

The report is provided to the members for information. The Board has been ordered to comply and must follow through accordingly..

96-1

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Health & Safety
M E M O R A N D U M

TO: Allan Greenleaf
Director of Education & Secretary

FROM: Judi S. Goldsworthy
Health & Safety Officer

RE: *Ministry of Labour Orders, Ancaster High*

Please find attached a copy of Ministry of Labour orders that were issued as a result of an outside contractor failing to follow at least Type 2 procedures during the installation of computer wires for the relocation of the TREVLAC secretary at Ancaster High.

This installation project was a site based decision which required the school administrator to inform the contractor of the type and percentage of asbestos that would be dealt with during the installation so Type 1 procedures could be followed. If the school administrator did not have the specific information available, then they were required to inform the contractor of the presence of asbestos and of Ministry requirements that work be performed under Type 2 procedures (these requirements were given in December 1997).

I have also enclosed a copy of the memorandum that was issued to all county schools back in February when the Ministry informed us that the above mentioned orders would be issued.

1998 04 06
Incl.

pc Joint Occupational Health & Safety Committee Members

judi/sec7ord ah



Ontario
Ministry of
Labour

Ministère
du Travail
de l'Ontario

Operations
Division

Division
des opérations

Occupational
Health and
Safety

Santé et
sécurité au
travail

9b-2

Premise/Project Form
Formulaire d'inspection des locaux/du chantier

Division du Travail de l'Ontario		Division des opérations		Santé et sécurité au travail		Date/Date D/J 23 MARCH 17	M/M	PPR Page No./R.L.C. page ot/co 4	FV No./N° de - VR
Project Name/Nom des locaux/dû chantier Ancaster High School						P/P I.D. No./NOP No / N° d'ident - I/C/N° A P		Case I.D. No./N° id du cas	
Premise/Project Location/Emplacement des locaux/dû chantier 374 Jerseyville Road, Ancaster								P/P Sub type/Sous-type L/C	
Inspector/Unit/Unité d'inspection		SIC Codes/Codes CIG		JHSO Status/Statut du CMSS		Work Force/Personnel		% Cpltd /% trav. finis	Bring Forward/Présenter
Staff I.D./Id. de l'insp 669		Requesting I.D./No d'id. du (de la) resp		Case Type/Type de cas <input type="checkbox"/> INSP/INSP <input type="checkbox"/> INVE/ENQ <input type="checkbox"/> CONS/CONS		F.V. Type/Type de V.R. <input type="checkbox"/> Close Assign/ Fermer le travail <input type="checkbox"/> Close Case/Fermer le dossier		For Office Use Only	

Narrative/Description
<p>1. The patient is a 65-year-old male with a long history of hypertension and hyperlipidemia. He has been on antihypertensive therapy for 15 years and lipid-lowering therapy for 10 years. He has no known allergies and is currently on no other medications.</p>
<p>2. The patient was admitted to the hospital for a routine physical examination. He has no symptoms of chest pain, shortness of breath, or other respiratory symptoms. He has no symptoms of heart failure, such as swelling in his legs or difficulty breathing when lying down.</p>
<p>3. The patient's physical examination is unremarkable. His vital signs are within normal limits. His lungs are clear to auscultation. His heart is regular in rhythm and rate. His abdomen is soft and non-tender. His extremities are warm and well-perfused.</p>
<p>4. The patient's laboratory tests are within normal limits. His complete blood count (CBC) is normal. His basic metabolic panel (BMP) is normal. His lipid panel shows a total cholesterol of 200 mg/dL, LDL cholesterol of 130 mg/dL, HDL cholesterol of 50 mg/dL, and triglycerides of 100 mg/dL.</p>
<p>5. The patient's electrocardiogram (ECG) is normal. It shows a regular sinus rhythm with a heart rate of 72 bpm. The ECG shows no evidence of myocardial ischemia or other abnormalities.</p>
<p>6. The patient's echocardiogram is normal. It shows a normal-sized heart with normal wall thickness and normal ejection fraction. There is no evidence of valvular disease or other abnormalities.</p>
<p>7. The patient's chest X-ray is normal. It shows no evidence of pulmonary disease, such as pneumonia or chronic obstructive pulmonary disease (COPD). The heart size is normal.</p>
<p>8. The patient's physical examination and laboratory tests are normal. He has no symptoms of chest pain, shortness of breath, or other respiratory symptoms. He has no symptoms of heart failure, such as swelling in his legs or difficulty breathing when lying down.</p>
<p>9. The patient's physical examination and laboratory tests are normal. He has no symptoms of chest pain, shortness of breath, or other respiratory symptoms. He has no symptoms of heart failure, such as swelling in his legs or difficulty breathing when lying down.</p>
<p>10. The patient's physical examination and laboratory tests are normal. He has no symptoms of chest pain, shortness of breath, or other respiratory symptoms. He has no symptoms of heart failure, such as swelling in his legs or difficulty breathing when lying down.</p>

- This meeting was held with representatives of the Hamilton-Wentworth Public School Board to discuss concerns regarding asbestos in Ancaster High School. (meeting date Feb. 13, 1998).
Accompanied by B. Yasvinski IHSB, R. Maher ☒ Cont'd. / Suite

Order Issued to/Ordre donné à :

To/Destinaire		I.D. No./N° d'ident	Trade Code/Code du métier	Telephone No/Téléphone n°
Mailing Address/Adresse postale			City/Ville	Postal Code/Code postal

Organizations/Organisme

<input checked="" type="checkbox"/> Constructor/ Constructeur(trice)	<input type="checkbox"/> Owner/ Propriétaire	<input type="checkbox"/> Supplier/ Fournisseur(euse)	<input type="checkbox"/> Supervisor/ Superviseur(c)	<input type="checkbox"/> Officer, Dir. or Corp./ Dirigeant(e), admin. de la société
<input type="checkbox"/> Employer/ Employeur(euse)	<input type="checkbox"/> Licensee/ Titulaire d'un permis	<input type="checkbox"/> Architect, P. Eng / Architecte, ingénieur(e)	<input type="checkbox"/> Worker/ Travailleur(euse)	<input type="checkbox"/> Other/Autre

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.) / Ordre vous est donné de vous conformer aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

[illegible]

Recipient/Designation

Name of Recipient:
Rapport présente à (nom)

Tilg/Tilg

Session
Note

Inspector Data/Données de l'inspecteur (Intr. 5C, IV. F. 5C)

OCCUPATIONAL HYGIENE CONSULT

MINISTRY DE LABOUR
1 Jarvis Street
Hamilton, ON L8R 3J2
Tel: (905) 577-6221
Toll Free: 1-800-263-6000
Fax: (905) 577-1224

Signature
Signature

Worker Representative/Representant(e) des travailleur(euse)s

Signature _____
Signature _____

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order or decision within 14 days and to request suspension of an order. Please direct your appeal to the Ontario Labour Relations Board by phone (416) 326-7500, by fax (416) 326-7531, or by mail: 400 University Avenue, 4th Floor, Toronto Ontario M7A 1T7. / Remarque: En vertu de la loi sur la santé et la sécurité au travail, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à) délégué(e) à la santé et à la sécurité, ainsi qu'au comité de santé et sécurité, le cas échéant. Vous avez le droit d'en appeler de toute ordonnance ou décision dans les 14 jours qui suivent et de demander une suspension de l'ordonnance. Veuillez intercaler appel auprès de la Commission des relations de travail de l'Ontario par téléphone au (416) 326-7500, par télécopieur au (416) 326-7531 ou par courrier au 400, avenue University, 4^e étage, Toronto, Ontario M7A 1T7.

9b-3

Ontario
Ministry of
LabourOperations
DivisionOccupational
Health and
SafetyPremise/Project Form - Narrative Continuation / Formulaire
d'inspection des locaux/du chantier Exposé de fait (suite)Ministère
du Travail
de l'OntarioDivision
des opérationsSanté et
sécurité au
travailDate/Date
Of

M/M

Y/Y

PPR Page No./R.L.C. page

FV No./NP do - VR

26 MAR 98

2

of/

4

77409

Contacts: Mr B. Thompson, management Rep.
 Mr S. Sterling, management Rep.
 Mr D. Goodale, Plant Rep.
 Ms J. Southall-Evans, Principal
 Mr G. Thompson, Worker Rep CUPE
 Mr L. Swackhammer, Worker Rep OSSTF
 Ms J. Goldsworthy, H&S Coord.

A general discussion was held about specific concerns raised by the worker Reps of the JHSC regarding asbestos and contractors working in the high school, worker training and the asbestos inventory. All present agreed on action specific to the concerns.

All contractors are required to be advised by the School Board of the presence of asbestos which they may be in proximity to, during

☒ Cont'd./Suite

Recipient/Destinataire

Name of Recipient/
Rapport présenté à (nom)

Title/Titre

Signature/
Signature

Inspector Data/Données de l'inspecteur(trice)

Kim Oliver, H.B.Sc., M.H.Sc.
 OCCUPATIONAL HYGIENE CONSULTANT
 MINISTRY OF LABOUR
 3 Jarvis Street
 Hamilton, ON L8R 5C2
 Tel: (905) 577-6221
 Toll Free: 1-800-263-6947
 Fax: (905) 577-6221

Signature/
SignatureHealth & Safety Representative/
Représentant(e) en santé et sécurité

Signature/
Signature

Note:

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95-4

Ontario
Ministry of
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SafetyPremise/Project Form - Narrative Continuation / Formulaire
d'inspection des locaux/du chantier Exposé de fait (suite)Ministère
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de l'OntarioDivision
des opérationsSanté et
sécurité au
travailDate/Date
D/J

M/M

Y/A

Page No./R/LC page

FV No./NP do - VR

25 MAR 98

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of/du

4

774097

work. See order No. 001.

Reference may be made to Section 7 of
the Regulation respecting Asbestos in
Buildings in (O. Reg 838/90.)Meeting March 25/98
to deliver reportPresent: J. Goldsworthy
L. Swackhammer
A. Thompson
B. Thompson
K. Coveney☒ Cont'd./Suite

Recipient/Destinataire

Name of Recipient/
Rapport présenté à (nom)

Titre

Signature/
Signature

Inspector Data/Données de l'inspecteur(s)

Kim Oliver, F.B.Sc., M.H.Sc.
OCCUPATIONAL HYGIENE CONSULTANT
MINISTRY OF LABOUR
1 Jarvis Street
Hamilton, ON L8N 3Z7
Tel: (905) 577-5221
Toll Free: 1-800-267-6097
Fax: (905) 577-1211Signature/
SignatureHealth & Safety Representative/
Représentant(e) en santé et sécuritéSignature/
Signature

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Labour

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9b-5

Premise/Project Form – Order Continuation / Formulaire d'inspection des locaux/du chantier Reconstitution de l'ordre

Ministère du Travail de l'Ontario	Division des opérations	Santé et sécurité au travail	Date/Date D/j	M/M	Y/A	PPR Page No /R.C., page	FV No /N° de - VR
Première /First Name: Nom des locaux/d'ou chantier			21	5	98	4 of/dc 4.	774097
Annetta's Learning School			PPR D No /N°P No /		N° d'ident - I/C N° A/P		

Premise (Project Name) Nom des locaux/du chantier, en

Order Issued to/Ordre donné à :

To/Destination:

Mailing Address/Adresse postale

Vo N° d'ordre

Trade Code/Code du métier

Telephone No/Telephone nº

City/State

Postal Code/Code postal

Organizations/Organisms

Individuals/Particulars

☐ Constructor/
Constructeur (trice)☒ Owner/
Propriétaire☐ Supplier/
Fournisseur(euse)☐ Supervisor/
Superviseur(e)☐ Officier Dir. of Corp /
Dirigeant(e), admin de la société☐ Employer/
Employeur(ause)☐ Licenziatario/
Titolare d'un permesso☐ Architect P Eng /
Architecte ingénieur(e)☐ Worker/
Travailleur(euse)☐ Other/Altra

You are required to comply with the order(s)/requirements by the dates listed below. (Please note codes on back of this page.)/Ordre vous est donné de vous conformer aux articles aux dates indiquées ci-dessous. (Veuillez vous reporter aux codes figurant au verso de la présente formule.)

Order No./N° d'ordre	Type Code/Code	Act/Reg/Loi/Regl LD/N° d'id.	Yr/ Année	Sec/ Art	Sub Sec/ Par.	CI/ AJ.	Text of Order/Requirements/Testo de l'ordre/Exigences	Comply by Date/Se conformer d'ici le D/J M/M Y/A
001	F	83890	7	3			Pursuant to O. Reg 838/90, Section 7(3), in asking for tenders for doing of work mentioned in Section 7(1), or where tenders are not asked for the doing of the work, the owner (except where the owner is a constructor) shall furnish to any prospective constructor a copy of the report regarding asbestos mentioned in Section 7(1)(b).	

☐ Cont'd./Suite

Cont'd./Suite

Recipient/Destination/Respect exigé

Name of Recipient/
Rapport présenté à (nom)

Труды

Signature
Signature

Inspector Data/Données de l'inspecteur(trice)

Kim Oliver, H.B.Sc., M.H.Sc.
OCCUPATIONAL HYGIENE CONSULTANT
MINISTRY DE L'ACQUIN
1 Service Street
Hamilton, ON L8N 5G1
Tel: (905) 577-6221
Toll Free: 1-800-261-5000
Fax: (905) 577-1444

Signature _____
Signature _____

Worker Representative/
Représentant(e) des travailleur(euse)s

Signature _____
Signature _____

Note

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place and provide a copy to the health and safety representative and the committee, if any. You have the right to appeal any order to the Office of Adjudication within 14 days. Remarque : En vertu de la loi sur la santé et la sécurité au travail, vous devez afficher une copie du présent rapport dans un endroit bien en vue et en fournir une copie au (à la) représentant(e), ainsi qu'au comité, de santé et sécurité, le cas échéant. Vous pouvez en appeler de tout ordre du Bureau d'arbitrage dans les 14 jours qui suivent.

96-6

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Health & Safety
M E M O R A N D U M

TO: All Principals (County)
Bud Rudyk
Don Buntain

FROM: Judi S. Goldsworthy
Health & Safety Officer

RE: *Work In Asbestos Containing Areas*

As a result of orders being issued by the Ministry of Labour under section 7 of Regulation 838 (Asbestos on Construction Projects) work that could potentially disturb any asbestos containing building material by either in-house or outside services must be approved by the Plant Department.

Asbestos inventory updates are currently underway and will be provided to you as they are completed. In the mean time the existing "red book" will provide you with some guidance as to the location of potential asbestos containing materials within the building. Training for all staff will also be undertaken before the end of the current academic year. Further information on these two matters will follow within the next three weeks.

I cannot stress enough the importance of your co-operation on this matter. In the last eight weeks we have been hit with two orders relating to asbestos. These orders pertain to the procedural elements required when dealing with asbestos containing materials to ensure worker safety. The Ministry, on their last visit indicated that continued violations will not be tolerated. We are out of compliance with many aspects of the Asbestos Regulation and are working diligently to bring us into compliance as well as providing the tools necessary to allow the schools to function safely within legislative guidelines.

Inclosed is a copy of section 7 of Regulation 838 so you may better understand exactly what we are to comply with. If you have any questions, please do not hesitate to contact either myself or Bruce Thomson at 679-4262.

1998 02 17

Incl

pc	A. Greenleaf	J. van Troost
	K. Croxall	D. Long
	W. Joudrie	K. Coveney
	K. Waters	D. Goodale
	D. Grant	K. Turner
	M. Burjaw	D. Woodworth
	B. Thomson	T. Story
	S. Stirling	

Determination of Asbestos from Bulk Samples dated the 23rd day of August, 1985 and issued by the Ministry, O. Reg. 654/85, s. 6.

7.—(1) Before asking for tenders for the demolition, alteration or repair of machinery or equipment or a building, or an aircraft, locomotive, railway car, vehicle or ship, or any part thereof, or where tenders are not asked for the doing of such work before arranging for or contracting for the doing of the work, the owner,

- (a) subject to subsection (2), shall cause an inspection to be made to establish whether or not any friable material that is likely to be handled, dealt with, disturbed or removed contains asbestos; and
- (b) whether or not an inspection is required under clause (a), shall cause a report to be prepared which report shall state whether or not the friable material that is likely to be handled, dealt with, disturbed or removed contains asbestos and, if the friable material contains asbestos, the report shall name the type of asbestos and shall contain drawings, plans and specifications, as appropriate, to show the location of the friable material containing asbestos that will be handled, dealt with, disturbed or removed.
- (2) An inspection is not required under clause (1) (a) if,
 - (a) the owner knows that the friable material contains asbestos and knows the type of asbestos it contains; or
 - (b) the friable material does not contain asbestos.

(3) In asking for tenders for the doing of the work mentioned in subsection (1) or, where tenders are not asked for the doing of such work, before arranging for or contracting for the doing of the work, the owner, except where the owner is a contractor, shall furnish to any prospective contractor a copy of the report including the drawings, plans and specifications mentioned in clause (1) (b).

(4) In asking for tenders for the doing of the work or part of the work mentioned in subsection (1) or, where tenders are not asked for the doing of such work, before arranging for or contracting for the doing of the work, a contractor, including an owner who is a contractor, shall furnish to all prospective contractors and a contractor shall furnish to all prospective subcontractors a copy of the report including the drawings, plans and specifications required to be furnished by the owner under subsection (3).

(5) Where friable material is discovered during any work and the friable material was not referred to in a report prepared under subsection (1), the contractor or employer shall forthwith report the discovery, orally and in writing, to an inspector at the office of the Ministry of Labour nearest the workplace.

(6) The written report to an inspector required by subsection (5) shall contain the information referred to in clauses 8 (2) (a) to (f) and no work that will disturb the friable material shall be carried out until it is determined whether the friable material contains asbestos unless the work is carried out as though it contains asbestos of a type other than chrysotile.

(7) Subsections (1) to (4) do not apply where the work is arranged for or contracted for as though the friable material that is likely to be handled, dealt with, disturbed or removed contains asbestos of a type other than chrysotile and subsection (5) does not apply where the work is carried out as though the friable material contains asbestos of a type other than the chrysotile. O. Reg. 654/85, s. 7; O. Reg. 510/92, s. 1.

8.—(1) Before commencing a Type 3 operation, the contractor, in the case of a project, and the employer, in any other case, shall notify, orally and in writing, an inspector at the office of the Ministry of Labour nearest the workplace of the operation.

- (2) The written notice required by subsection (1) shall set out,
 - (a) the name and address of the person giving the notice;
 - (b) the name and address of the owner of the place where the work will be carried out;
 - (c) the municipal address or other description of the place where the work will be carried out sufficient to permit the inspector to locate the place, including the location with respect to the nearest public highway;
 - (d) a description of the work that will be carried out;
 - (e) the starting date and expected duration of the work; and
 - (f) the name and address of the supervisor in charge of the work. O. Reg. 654/85, s. 8; O. Reg. 510/92, s. 1.

9.—(1) For the purposes of this Regulation, operations that may cause exposure of a worker to asbestos are classified as,

- (a) Type 1 operations, being,
 - (i) the installation or removal of manufactured products containing asbestos, including, without limiting the generality of the foregoing, products such as vinyl or acoustic tiles, gaskets, seals, packings, friction products, or asbestos cement products,
 - (ii) the cutting and shaping of a product mentioned in subclause (i) by the use of hand-powered tools only,
 - (iii) the use of power tools equipped with a dust collection device equipped with a HEPA filter to cut, grind or abrade a product mentioned in subclause (i),
 - (iv) the drilling of a product mentioned in subclause (i), or
 - (v) the removal of drywall where asbestos joint filling compounds have been used;
- (b) Type 2 operations, being,
 - (i) the removal of a false ceiling or part thereof to obtain access to a work area, where a significant quantity of friable material containing asbestos is likely to be lying on the surface of the false ceiling.

10

Approved for distribution
by the Director.

Signature: Al Greenleaf

Date: 1998.05.12

1998 05 11

TO: Al Greenleaf, Director of Education
FROM: P. Gillie, Superintendent of Education
RE: Assessment and Remediation of Mould in School Buildings

Recommendation:

Moved by _____ and seconded by _____
that the proposed Work Plan for the Assessment and Remediation of Mould in School Buildings be
approved for implementation and communicated to the Hamilton Wentworth Public Health Department.

Background:

Recent events have caused Board staff to review the issue of mould and fungi in school facilities. Ministry of Education correspondence (see Appendix C) dated March 20, 1998 requests that each School Board receive direction regarding mould from their respective Medical Officer of Health, Regional Public Health Departments. Staff from the Hamilton Wentworth Regional Public Health Department, Environmental Health Branch have been instrumental in the preparation of the Guidelines on the Assessment and Remediation of Mould in Indoor environments. The following Work Plan (see Appendix A) has been developed from this guideline. It provides for training, inspection, remediation and cost estimates. The Hamilton Wentworth Public Health Department has requested a copy of our Work Plan for the assessment and remediation of mould from School Buildings. (see Appendix D).

Rationale:

Other School jurisdictions have experienced extensive, costly and reactive responses to concerns regarding mould in school buildings. The Ministry of Education and our own Regional Public Health Department have requested that we initiate a work plan for the assessment and remediation of mould in school buildings. This Plan will establish an action plan that will result in the inspection and remediation of our facilities on a priority basis.

Report prepared through the Occupational Health and Safety Office

WORK PLAN FOR THE ASSESSMENT AND REMEDIATION OF MOULD IN SCHOOL BUILDINGS

A) TRAINING

Training of staff is critical to the inspection, assessment and initiation of remedial action needed as situations occur. It is quite apparent that this is a very sensitive issue that requires a timely and professional response, so that staff, students and parents are assured that Hamilton-Wentworth schools are safe and conditions are appropriate for a proper learning environment. The training recommended includes general awareness training and specific training.

i) General Awareness Training (1.5 hours) is recommended for Executive Council, Trustees, Managers and Principals, Public Relations, certified representatives (Joint Health and Safety Committee) with consideration for representation from School Councils and Home and School Associations.
(limit to about 50 to attend.)

The format would include: what is mould?, how they exist, the health effects (how they effect children), preventative control measures, questions and answers.

The primary purpose of this training is to ensure that key representatives and staff are keenly aware of the issues regarding mould and that appropriate support is directed to addressing this issue.

This training would be conducted by a Consultant who is an expert in this field. Representatives from Public Health should be invited to answer questions and to show support for this initiative.

ii) Specific detailed Training (4hours) will be given to up to 20 individuals from the following areas: Plant Mangers/Coordinators, Site Leaders/Maintenance/Facility Supervisors, Regulated Substance and Occupational Health and Safety. This training will include:

- what are moulds and fungi and where do they come from?
- health effects - occupational, non occupational, how they effect people and why children are more vulnerable
- engineering controls
- preventative measures
- inspection methods
- sampling methods (overview)
- identification check-list and investigative techniques
- standards and guidelines

The presentation will consist of visual examples (slides) of mould growth and trouble spots. A course manual will be provided to participants.

Once appropriate training has been completed, inspections of board facilities (school portables being first), will be initiated. The training consultants will meet with the inspectors after a few weeks to monitor their progress and to provide additional information as identified by the inspectors.

B) INSPECTION:**i) Inspection Schedule**

It is now necessary to initiate an inspection schedule that will ensure that all school portables are inspected and assessed as a first priority. Following this inspection, attention will be given to permanent buildings and assessed in a similar fashion. It is advised that an inspection team of three be established and assigned a groups of sites to be visited on an individual basis. A small group of inspectors is desirable so as to ensure:

- the development of a broad and controlled understanding of sites as they are evaluated
- consistency in the assessment and the establishment of priorities
- that a detailed report (Inspection Check-list) is prepared for each location inspected

The inspections will be initiated and will be conducted at a time that is least disruptive to the school. All inspected sites will be assessed for evidence of water leakage, damage and points of water entry.

ii) The Inspection Protocol

The first priority will be to inspect all portable classrooms (160). Once this is completed, suspect school buildings are to inspected. During this inspection process staff will be informed to continue with our present practise of reporting areas of water damage or suspicious material to the Plant Department . Where appropriate, (ie an unusual situation or an area needing further assessment), an experienced consultant will evaluate. In all situations where the health of staff and students is an concern, the Hamilton Wentworth Public Health Department will be consulted.

Once this project is completed the inspectors will return to regular duties, however, they will remain available to respond to mould concerns as they arise.

iii) Inspection Checklist

The inspection Team will review their inspection checklist with Plant Management with the appropriate priority and remedial action established. This information will be provided to the following:

- Principal or site manager
- staff in the building

Copies of inspection checklists will be maintained in the Plant Department.

Summaries of the inspection progress will be made available to Occupational Health and Safety and to the Joint Health and Safety Committee.

iv) Interior Inspection

- ✓ note the presence of odours, particularly a musty, basement type of smell
- ✓ exhaust fan- check for deterioration or soft wallboard below fan
- ✓ check for collection of water at doors (weather leaks), windows (leaks or condensation) and standing water in collection sites (such as cooling coil drip pans)
- ✓ check for stains on ceiling tiles
- ✓ check for watermarks on flooring, baseboards, wallboards
- ✓ check coat and boot areas
- ✓ lift one ceiling tile per elevation to look for stains, discolouration of wood and insulation
- ✓ lift one ceiling tile in the centre of the room where portables are joined
- ✓ check for water accumulation inside the plastic vapour barrier
- ✓ check for "spongy" floor at doors and windows
- ✓ check for any other signs of water infiltration or water damage
- ✓ determine if the presence of water is chronic or has occurred only once
- ✓ note the presence of any water containing device ie humidifier, drinking water dispenser

v) Exterior Inspection

- ✓ Check the integrity of weather stripping around doors and windows, pay particular attention to gaps, chaulking and evidence of water damage
- ✓ inspect chases for ducts and cabling to ensure that a tight seal is present
- ✓ check the general condition of the roof, roof fixtures and units, noting damaged fascia, exposed plywood etc.
- ✓ assess that the drainage is such that water drains away from the structure

vi) Testing

Testing for Mould is not normally required. It is generally agreed among environmental health experts that sampling the growth to determine the species of fungi is not practical. However, there may be circumstances where testing is agreed to. All testing will be coordinated through the Occupational Health and Safety Office.

C) REMEDIAL ACTION

i) Evidence of water damage , no mould growth

The presence of wet or damp materials should be dealt with immediately to prevent the growth of mould. Where appropriate, surfaces should be allowed to thoroughly dry out. Ruined materials such as ceiling tiles , carpets and wallboard should be discarded. Fans may be necessary to help circulate air and promote drying. Simple atmospheric drying for partially hidden sites is not adequate since high water content may give fungi time to grow. If the site can be dried within a day, growth is not likely to be extensive. The site should be repaired when dry and revisited by a trained inspector (in the next month and again in six months) to ensure that no mould growth has occurred. The cause of the appearance of water shall be investigated and remedial steps taken to prevent reoccurrence.

The above work can be undertaken by custodial and /or maintenance staff, no specific training is necessary as no mould is present.

ii) Water damage, with mould growth

The inspector, in consultation with appropriate resources, will determine the remedial action required. Each situation will be judged on its own merits for the most appropriate remediation protocol. The remediation protocol will include a description of the situation , remedial actions to be taken and a timetable for completion. Only staff or contractors who have been specifically trained in working with mould will undertake remedial work involving mould. It is recommended that mould remediation work be undertaken by trained Board Staff where possible. Where this cannot be accommodated, prequalified contractors will be engaged to undertake this work

Each site will require its own containment procedures to isolate the mould growth area, if necessary. Containment may include plastic enclosures. In all situations, the underlying cause of water accumulation shall be rectified as soon as possible to help prevent the reoccurrence of growth. The affected area shall be unoccupied when the mould is being removed.

A follow up inspection will be made within six months to ensure that mould has not regrown and that the efforts to prevent water incursion have been successful.

iii) Mould Clean up practices

Persons conducting the clean up shall have received training on the health effects, clean -up practises, personal protection equipment, containment of the debris generated by the removal of mould and the appropriate disposal methods of contaminated materials as required by the Board.

Since the predominant health effect is allergy, people selected for clean up tasks should be free from asthma, allergies to mould and immune suppressive disorders.

Guide to clean Up of Mould

The following is a guide to the clean up of mould - differing circumstances may require additional precautions.

- i) Rubber gloves and half face respirator equipped with a HEPA filters and a cartridge suitable for the disinfectant used must be worn.
- ii) Work must be preformed with adequate ventilation (meaning that fresh air must be supplied to the work site), however, a direct stream of moving air is not advisable . Hard to reach sites must be opened up so that ventilation can be readily supplied. The air is meant to remove odours of the disinfectant and not to move the fungus and spores from the area.
- iii) The mouldy surface must be misted until wet or wetted with a sponge, in both cases using a solution of household bleach and water (one cup of bleach to one gallon of water) to which is added 1-2 tablespoons of dish soap. Let this sit for 15 minutes, rewetting the material if necessary to keep it visibly moist.
- iv) Material that is disinfected, cut away or discarded shall be placed in a sealed plastic bag and disposed of as regular garbage.
- v) The surrounding areas and any fallen dust must be cleaned with a sponge or paper towel wetted in the bleach solution. Under no circumstances can dust be generated as this could cause the spread of mould and spores.

After remedial work has been completed the area will be inspected by the inspecting supervisor. The inspecting supervisor will determine that the area can be reoccupied.

Where necessary the Occupational Health and Safety Office will be consulted.

D) INFORMATION ON MOULD FOR PRINCIPALS, STAFF AND PARENTS

A one page health and safety bulletin is prepared for principals, outlining the following:

What is mould?

What are the Health concerns and who is at risk?

What is the Board doing about it?

Who can you call to get further information? (Safety, Public Health)

See Appendix B

E) IMPLEMENTATION OF THE WORK PLAN

General awareness can be provided upon request through the Health and Safety Office. A Program with the consultant and representatives of the health department will be scheduled for early Fall.

ACTIVITY	DATE
1.) Specific training , about 20 participants	Week of May 25
2.) General awareness training, about 50 participants	Fall
3.) Inspection of portables - about 50 days based upon 3/day with an inventory of 160	Week of May 25 ending about late July
4.) Consultant follow up with inspectors	June 4 and/or June 5

Note: The Hamilton Wentworth Public Health Depart will be provided a summary of the inspection reports on portables, once completed.

F) COST ESTIMATES

Monies exist in the approved Stub Year Budget to fund this phase of the Implementation Plan. A small amount is earmarked in the Facilities Renewal plan (\$15,000). Repairs identified as a result of inspections will be included as part of the general maintenance funds.

The findings from inspection will enable Plant Staff to estimate an expenditure for the 1998-1999 Budget.

ITEM	COST ESTIMATE
Training (general/specific/follow up)	\$3,000
Equipment and PPE	500
Inspection time, (160 portables X 2 hours = 320 hours X \$ 25.00 hrly. rate)	8000
Estimate for immediate repairs to portables (20 portables X \$7000 to \$ 20,000)	140,000 to 400,000
Miscellaneous (testing)	5000
TOTAL - range depending on nature of repairs	\$156,500 to \$416,500

Health and Safety Bulletin - Mould

Topic: *Information on the presence of MOULD and what a school needs to know.*

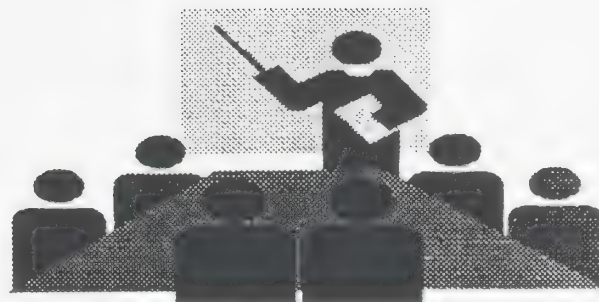
Distribution: to all School and Workplace Administrators

Introduction : Mould is a fungi that has been in existence since the beginning of time. Recent concerns about possible adverse health effects to children and staff need to be put into perspective by providing current accurate information.

What is Mould? Mould is a fungi that grows in areas where appropriate conditions occur. That is, areas which are warm, have a source of food (organic matter etc.) and water (lots of water). Mould that has dried is also a concern as the spores can become airborne and travel to wet areas to grow.

Typical locations for growth: At this time school portable classrooms have been identified as sites which will need inspection. However, conditions to support the growth of mould can exist in any structure where conditions are favourable.




Health concerns: Who is susceptible? Mould is all around us. It is when there are large contaminated areas that a potential health risk exists. Children and staff who have asthma or some allergies could be affected. The most common symptoms are irritation to the eyes, nose and throat. An allergic reaction could be more severe. Young infants are at an increased risk.



Actions being taken by the Board: The Board has approved a protocol for dealing with mould. An inspection team is being trained to inspect and assess areas of concern. Where conditions warrant remedial action will be initiated by individuals trained in proper removal and clean up practises.

What can you do? Monitor your school or work location. Be vigilant to the conditions (water leaks) which support the growth of mould. Document any areas of concern and pass this information on to the Plant Dept. Monitor the students and staff for symptoms which may be associated with the growth of mould, advise the Occ. Health and Safety Office accordingly. Provide appropriate information to parents, students or staff, should they require information on Mould.

For additional information on Mould:

-  See the attached information pamphlet on Mould by the Hamilton -Wentworth Public Health Department.
-  Hamilton Wentworth District School Board, Occupational Health and Safety Office
527-5092 ext. 2246
-  Hamilton Wentworth Public Health
Environmental Inspection Department
546-3575

profess. ● help.

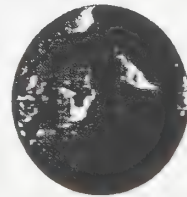
If mould reappears even after you have cleaned it up, there are two reasons: either the clean-up was not complete or you may have a problem with your ventilation system. Ventilation problems can include: outdoor air intake vents located close to the earth; ducts lined on the inside with fibre glass (which forms a mechanical surface for growth); or pooled water beneath the cooling coils.

Is mould a threat to my health?

Fungi are everywhere in the environment. Unless the growth is huge, there is little likelihood that those in the immediate area will react to mould or suffer adverse effects. Evacuation of an area with mould is not warranted and extraordinary measures for cleanup beyond washing are excessive and not necessary. Normally, there is no reason to treat localized mould growth in a workplace or a school differently than you would a mould in your home.



Analysis of mould for the species present does not provide any useful information. Fungi that would cause serious disease or health risks are very rare in our everyday environment. Air sampling can be performed but seldom provides useful information. Because fungi and moulds are everywhere, all air samples will always show their presence. Even though renowned experts have tried to establish levels or standards for



air-borne fungi, ● this time there are no evidence-based exposure standards or guidelines. One of the problems in trying to establish a mould standard is that, under the right conditions, mould can increase very rapidly and dramatically. This is very different from chemical hazards, for which exposure standards and guidelines can often be found.

Should a parent or individual feel that personal health is at risk, he/she should see a physician. Testing for reactions to some fungi can be done by allergists. The growth of moulds in homes, schools and other indoor facilities has happened frequently in the past. Except for very young infants, the medical and scientific literature has no record of exposure to mould resulting in any severe consequences.



*What are moulds?
Where do they come from?
Are they harmful?
How do I get rid of them?*



HAMILTON-WENTWORTH REGIONAL PUBLIC HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH BRANCH
26 Main Street West, 2nd Floor, Hamilton, ON L8P 1H1
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A publication of the
Hamilton-Wentworth Region
Public Health Department

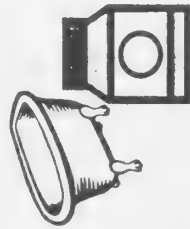
What is mould?

Mould is the name given to the growth phase of fungi (fungus). There are several tens of thousands of types of fungi. They exist all around us. Although we are exposed to fungi every day, the levels are usually low and rarely cause us any concern.

What causes mould to grow?

Fungi are opportunistic, meaning that they will grow into colonies we call moulds given the correct environment. To grow, mould need:

- ◆ Warmth (such as warm indoor areas)
- ◆ A source of food (organic matter such as paper, wood and human dander are common food sources for mould)
- ◆ Water (this is why you often see mould growing in damp areas such as bathrooms or laundry rooms)



Mould take many forms but usually appear as an unusual discolouration of paper or wood which appears after water leaks. They can take on many colours, and grow in size as more water becomes available.

What symptoms are caused by the presence of moulds?

Moulds and their offspring (called *spores*) are all around us but usually they are present in such low concentrations that our bodies don't react to them. If too much mould is present, however, you may have an allergic reaction to them. Among a relatively small proportion of the population, certain fungi will cause inflammation



of the skin and respiratory tract or fever and malaise.

How can you prevent mould?

The best way of handling moulds is to prevent them from growing in the first place. To prevent moulds and fungi:

- ◆ Fix water leaks as soon as possible
- ◆ Dry out water-soaked materials or replace them
- ◆ Keep an eye out for staining of inner surfaces (walls and ceilings) of rooms. Stains usually mean that water has been present and conditions may be right for the growth of mould.

Replacing water-stained carpeting or drywall panels may sound expensive but drying these materials can be very difficult. The human dander in carpets is a good source of food for moulds. Carpets and similar materials can be vacuumed clean but be sure to use a HEPA (High Efficiency Particulate Aerosol) filtered vacuum. Only a HEPA filter can remove the organic dust and dander, dead fungi and some of the spores.

If you have poorly ventilated rooms where there are cold exterior walls (such as many basements), water vapour can condense on the interior of the cold walls and support the growth of mould. If renovations cannot solve the moisture problem, a dehumidifier may be used. Be sure to clean the dehumidifier regularly; the collection of water and organic matter within the dehumidifier can support the growth of moulds. Watch out for condensation on windows; if it seeps into the walls beneath the window sill it can be a breeding ground for moulds.



How can I remove mould?

An active mould growth can be treated with chlorine water (one cup of household bleach per gallon of water; add a squirt of dish soap). Ventilate the room since the chlorine odour may be irritating for some persons. The spores in the mould are resistant to chlorine treatment but will be removed by the mechanical action of washing. Apply the bleach solution with a sponge, let sit for 15 minutes (rewetting if necessary) and then remove with scrubbing. As cleaning will release mould into the air, you should:

- ◆ Wear a close-fitting mask when cleaning or moving contaminated materials.
- ◆ Use a HEPA vacuum to clean furniture, drapes and carpets. The exhaust from conventional vacuums will simply recirculate the spores and contaminate the air and other surfaces.
- ◆ If there are mouldy papers that you want to keep, sprinkle them with baking soda, dry in the sun or in an oven at no more than 50°C. If using the oven, be sure to ventilate the kitchen.

- ◆ Damp mop a mouldy basement concrete floor on a warm day with a mild disinfectant (one part chlorine bleach to two parts water), with the door to the upstairs closed, windows open and a circulation fan on.
- ◆ Get rid of mouldy materials (e.g. wood, wooden subfloors and carpets) from the house.

APPENDIX B



The removal of mould can be difficult when it forms in hard-to-reach areas such as ceiling spaces. Large areas of mould – especially if hidden away or difficult to reach – may require



Ministry of Education
and Training

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
et de la Formation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Marc P. Godbout
Assistant Deputy Minister

DATE: March 20, 1998

SUBJECT: Health and Safety: Mould in Portable Classrooms

It has been brought to the attention of the Ministry of Education and Training that certain school boards in Ontario have experienced problems with the presence of mould in some of their portable classrooms. As a result, I am providing the following information to assist your board should you encounter similar problems.

The ministry has been advised that, in indoor environments, mould growth may occur when materials high in cellulose content, such as wood, fibreboard and gypsum, have become moist due to excessive humidity, water leaks, condensation, or flooding. As discussed in the June 1995 Health Canada, Environmental Health Directorate report called *Fungal Contamination in Public Buildings: A Guide to Recognition and Management*, remediation of fungal hazards may involve cleaning affected areas, decontaminating the heating, ventilating or air-conditioning systems, removing contaminated materials, repairing or replacing damaged materials or structures, and modifying the environmental conditions in the affected area. Under certain conditions there is a possibility of structural damage to some portables where mould has deteriorated wood studs, columns or floor joists. You may wish to consult with a building professional for assistance in this area.

The report may be obtained at the following Health Canada website addresses:

English: www.hc-sc.gc.ca/dataehd/English/catalog/bch_pubs/fungal_contamination.htm
French: www.hc-sc.gc.ca/dataehd/Francais/catalogue/dpc_pubs/contamination_fongique.htm

Also available from Health Canada is a fact sheet entitled, "*Microbiological Contamination of Residential Indoor Air*". This publication may be obtained at the following website addresses:

English: www.hc-sc.gc.ca/dataehd/English/TYH/microbio.htm
French: www.hc-sc.gc.ca/dataehd/Francais/votre_sante/microbic.htm

For a copy of these publications or for further information you may contact:

Environmental Health Directorate
Health Canada
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Telephone: (613) 954-0609 Fax: (613) 941-8632

The Ontario Ministry of Health advises that under its *Health Protection and Promotion Act*, the local Medical Officers of Health determine what is or what is not a health hazard in relation to the condition of a premises. Further, the Ministry of Health advises that your local Medical Officer of Health continues to be the best resource when dealing with community health issues such as the presence of mould in portables and its remediation.

As a result of the recent attention given to this issue, the Ministry of Health will be holding discussions with Medical Officers of Health who have had experience specifically concerning the presence of mould in portables. As local Medical Officers of Health already have sufficient and current health information on the subject of mould, the intent of these discussions will be to develop a management protocol for local Medical Officers of Health that will assist school boards in resolving this issue when it occurs. I understand that this protocol will be available to all local Medical Officers of Health next month.

In 1997, in order to assist local Medical Officers of Health, the Ministry of Health convened a panel of experts to review the issue of mould contamination indoors. The report of the panel was published by the Ministry of Health in the February 28, 1997 issue of *Public Health and Epidemiology Report of Ontario*. In response to the question of how to mitigate the health hazard of mould, the report states,

"Indoor air moulds can be controlled in a number of ways. In general, indoor air moulds can be reduced by eliminating conditions favourable to growth. Specifically, reducing water availability (including leaks and condensation) to the organism will generally reduce growth. Disinfection or removal of affected materials, or materials in which moulds may proliferate, are effective in eliminating moulds. The Panel noted that because of the uncertainty associated with the risks of moulds, mitigation actions need to be developed in the context of each situation."

Copies of the full report may be obtained from your local Medical Officer of Health.

The Ontario Ministry of Labour advises that school boards have a responsibility under the *Occupational Health and Safety Act* to protect the health and safety of workers and this would include protection from exposure to hazardous moulds. Contractors hired to do remediation work must be competent to do the work and their workers must be trained and be wearing appropriate personal protective equipment.

School boards may wish to use a portion of their 1998 Facilities Renewal Program allocations for projects related to mould in portables. Details about this program have already been sent to you. Please be assured that the ministry continues to work closely with school boards and other ministries to address this problem.

Sincerely,



105 Marc P. Godbout
Assistant Deputy Minister
Elementary / Secondary Operations and
French-Language Education Division

cc: Ministry of Health - Ron Sapsford, Assistant Deputy Minister
Ministry of Labour - Paavo Kivisto, Assistant Deputy Minister



HAMILTON-WENTWORTH REGIONAL PUBLIC HEALTH DEPARTMENT

Environmental Health Branch
25 Main Street West
2nd Floor
Hamilton, Ontario
L8P 1H1

Tel. (905) 546-3570
Fax: (905) 546-2787

Mailing Address:
P.O. Box 897
Hamilton, Ontario
L8N 3P6

April 8, 1998

Mr. W. Urie, C.E.T., Co-ordinator
Occupational Health and Safety
Hamilton-Wentworth Board of Education
P.O. Box 2558
100 Main Street West
Hamilton, Ontario
L8N 3L1

APR 14 1998

Dear Mr. Urie,

Re: Assessment and Remediation of Mould in School Buildings

As you know, the potential for mould growth in school buildings, particularly portables, is an issue which has recently resulted in an increased awareness and concern among parents in Ontario. The Regional Public Health Department has provided you with a draft protocol and recommended that it be incorporated into a work plan for dealing with this matter.

The presence of mould means that airborne concentrations of spores and other mould by-products may increase and surpass the individual's capacity to deal with them. Some children and/or school staff may suffer symptoms of an allergic nature and a small number of individuals could experience inflammation of the skin and respiratory tract or fever and malaise. The need for a systematic assessment of the Board of Education's buildings and remediation where appropriate, is therefore obvious. Consequently, I am requesting the submission of a work plan, with suitable time lines, designed to ensure the monitoring of all school buildings and correction of problem areas. Staff from this office can assist in the development of this work plan, if requested.

As you probably know, the Health Protection and Promotion Act, RSO 1983, provides the Medical Officer of Health with the authority to require abatement of health hazards but, given the excellent relationship that exists between our agencies, I am assuming that this issue will be resolved in a co-operative fashion.

I look forward to receiving your proposed work plan shortly. If I can be of any assistance in the meantime, please feel free to call me.

Yours truly,

William Hunter, C.P.H.I.(C)
Director of Environmental Health

WH:dm

11

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

To: Judi Goldsworthy, Health and Safety Officer
Bruce Thomson, Manager of Plant
Steve Stirling, Plant Co-ordinator
Kevin Coveney, Facility Supervisor
Diane Page, Principal
Valerie Stephens-Brockbank, Vice-Principal
Bill Urie, Occupational Health and Safety

From: Krys Croxall, Superintendent of Schools

Date: April 15, 1998

Re: **MOUNT ALBION MOULD SITUATION**

I would like to express my appreciation to all concerned for the very professional and sensitive way in which this situation was handled. Given the serious nature of the concern, the Mount Albion scenario had the potential of being a very explosive and potentially damaging problem for the Board, its employees and students.

The thorough nature of the investigations, the emphasis on proper procedures for protecting the health and safety of students and staff, the involvement of qualified and knowledgeable personnel and the Public Health Department, the speedy and professional clean-up procedures, and the efforts to cooperate in a timely fashion with the school administration in their communication and public relations strategies were all very much appreciated.

K. Croxall

pc. A.A. Greenleaf, Director of Education ✓

#12

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

Approved for distribution
by the Director.

Signature:

Am. Greenleaf

Date:

1998.05.08

To: Allan A. Greenleaf, Director of Education

From: Wayne Joudrie and Ken Bain, Superintendents of Education

Date: April 15, 1998

Subject: **Guy Brown Accommodation September 1998**

Recommended Action:

Moved by _____ that Option #4 "Add a Portable at Guy Brown and Cap Enrollment at 500" be approved for September 1998.

Rationale:

The continuing growth in the Waterdown area has spurred the creation of a Crisis Accommodation Team at Guy Brown. The group presented their concerns to the Board in March 1998. Very clearly the community is very supportive of the construction of a new school within Waterdown. However, in the interim a solution is needed to deal with the anticipated growth for the 1998-99 school year.

A questionnaire was distributed to the Guy Brown parents. The following is a summary of the results of the survey:

Questionnaires distributed 341

Option #1 - Move Grade 6's to Flamborough Centre	17
Option #2 - Move kindergartens to Flamborough Centre and Mary Hopkins	0
Option #3 - Students residing south of Highway 5 go to Mary Hopkins	3
Option #4 - Add a portable at Guy Brown and cap enrollment at 500	109
Total questionnaires returned	129

Students above the cap of 500 will be redirected to Flamborough Centre. Current projection for September 1998 at Guy Brown is 492. The Crisis Accommodation Team has indicated support for option #4 as well.

WJ
WJ/aj

MEMORANDUM

To: Parents/Guardians of Students Attending Guy B. Brown School
From: Wayne Joudrie, Superintendent of Schools
Date: March 30, 1998
Subject: **Accommodation Plans for September 1998**

As you no doubt have heard, we are experiencing significant growth in student population in Waterdown. Your Home & School/School Council has struck a Crisis Accommodation Team to bring your message to the new Board and the Province. The Team's number one objective is to have a new school built in Waterdown as soon as possible.

In the interim, plans need to be made for the 1998-99 school year. To that end, I have reviewed a number of options with the Principal, Mrs. Kleven. Among the options that we considered were:

1. Moving all grade 6's to Flamborough Centre a year early
2. Moving two kindergarten classes to Mary Hopkins and Flamborough Centre
3. Changing the existing boundary so that students residing south of Hwy. 5 (approximately 25 students) would attend Mary Hopkins
4. Add a portable at Guy Brown and cap the enrolment at 500. Any new student enrolled past the 500 mark would be redirected to Flamborough Centre. The current projected enrolment for September 1998 is 492.

Of the four options, **number 4** is the one we would favour at this time. We believe it would create the least amount of impact on students and programs currently being provided at Guy Brown.

We would like your input prior to my taking the resolution forward to the Board for approval. Please complete the tear-off portion below indicating your support or concerns with respect to proceeding with this option.

Thank you.



WJ/aj

Please complete and return this portion to Guy B. Brown school by Monday, April 6.

I support Option 4 - Add a portable and cap enrolment at 500

☐

(please check)

I support another Option _____

Comments & Suggestions _____

Name: _____

#13

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: *Allan A. Greenleaf*

Date: 1998.05.12

To: Allan A. Greenleaf,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated April 30, 1998 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of April 1998. Section 257.103(4) of Bill 160 prescribes that a by-law of an old board will expire no later than March 31, 1999. Application of E.D.C. monies may be limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

DG/GdeJ
1998-05-12

attach.

13-1

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING APRIL 30, 1998**

RESIDENTIAL

		WCBE	HWRCSB	TOTAL
A.	BALANCE, beginning of month	\$1,103,046.12	\$419,048.27	\$1,522,094.39
 CURRENT MONTH				
B.	Collections:			
	Ancaster	44,620.69	29,236.00	73,856.69
	Dundas	2,268.85	2,752.00	5,020.85
	Flamborough	18,375.14	8,240.00	26,615.14
	Glanbrook	756.28	344.00	1,100.28
	Stoney Creek	25,713.60	8,565.00	34,278.60
C.	Interest	4,110.63	1,561.63	5,672.26
D.	Withdrawals			0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u><u>\$1,198,891.31</u></u>	<u><u>\$469,746.90</u></u>	<u><u>\$1,668,638.21</u></u>

13-2

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING APRIL 30, 1998**

COMMERCIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$361,939.34	\$117,683.95	\$479,623.29
CURRENT MONTH				
B.	Collections:			
	Ancaster	992.50	12,465.43	13,457.93
	Dundas	565.72	256.50	822.22
	Flamborough	1,389.50	630.00	2,019.50
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	2,480.20	1,207.80	3,688.00
C.	Interest	1,310.49	426.11	1,736.60
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$368,677.75</u>	<u>\$132,669.79</u>	<u>\$501,347.54</u>

#14

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office:
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

MEMORANDUM

TO: Trustees and Superintendents

FROM: The Director of Education

RE: "Face-Lift" Project

Recommended Action:

It was moved by _____ that the recommendations of the "Face-Lift" Committee be approved for implementation as the opportunity arises and/or funding is available.

Rationale:

Executive Council has reviewed the report of the 100 Main Street West "Face-Lift Project" Committee. Trustees will recall from the inadvertent circulation of that document that I convened a committee consisting of Dave Brown, Claude Mongeon, Doug Dunford, and Carol MacKenzie to put together a proposal to create an atmosphere in the Board Office which would have the feel of being a new "home" for employees from both former Boards.

I commissioned this group as a result of the feelings of disorientation I experienced in transferring my work location from Ancaster to this facility. Throughout the building evidence abounds of the significance of the previous City Board's history. Nowhere is there any reference point for employees who have shifted their worksite from the County office and it would be highly desirable to validate the County history as part of the merger undertakings.

Carol and the rest of the committee proposed a series of changes which were put forward with a view to being achievable within a short timeframe at little or no cost to the Board. As a result, they prioritized their ideas in accordance with the following criteria:

- | | |
|-----------------|--|
| First Priority | Can be accomplished by the end of the school year, with little or no dollars required. |
| Second Priority | Can be accomplished by the end of the school year, but would require a moderate budget (item defined would require more than \$200 in order to complete). |
| Third Priority | A longer term project, i.e. into the Fall of 1998, but again with little or no budget required. |
| Fourth Priority | A vision for future directions to be considered by Board...at this time it either requires a fair amount of planning and work and time, or requires a substantial budget to accomplish the goal. |

The result of their deliberations is listed overleaf for your consideration.

First Priority:

- **Meeting Rooms:** Naming of the meeting rooms, including auditorium and Board room, i.e. Flamborough, Ancaster, Mountain West, Mountain East, Stoney Creek, Dundas, County West, County East, City West, City East; or Educators' names (original trustees, original directors, etc.).
Do we find a match to the "Dr. Harry Paikin Library", i.e. naming the auditorium after a "famous" Wentworth educator?
Does the Board Room need a name? As it is now the new Board Room, it would need a name that would be representative of the new system, and no reflection of either "past" histories.
- **Artwork around the Building:** Hanging of art in each of the named rooms - designated to that school region. Cycle the regions that would send art for display on a monthly/bi-monthly basis, or simply add more art around the building.
- **Artwork around the Building:** Include photographs (poster size) of kids in any learning environment, as well as student art (some could be borrowed short-term from the Memorial Building until such time as new photos are taken) or (access photos from Parent Conference program).
- **Everywhere:** Remove, where possible, any symbols/logos, etc. that reflect either of the old Boards and replace, where possible, with the new logo.
- **Front Entrance:** Need to "warm" up the appearance of the front entrance.
- **Front Entrance:** Once new logo is approved, an unveiling of the logo should take place (media event!) and then be properly displayed in the lobby (easel?) for a designated period of time.
- **Hallway to Board Room:** Nothing about the quilt needs to be changed - its origin is steeped in the cultural history of the Hamilton Board and should not be changed. However, the hooked rug that currently hangs in the upper level of the Memorial Building (Ancaster) could be hung on the wall opposite the quilt. Hence, in entering the Board room people will be greeted with a symbolic display from both Boards. (This is another media event opportunity with a photograph to be taken and displayed.)
This area of the Board is brand new, and so trustee pictures, etc. should be reflective of the journey now being taken - all other pictures of both Hamilton and Wentworth trustees should be part of the archival displays, wherever they are designated to be.
- **Hallway to Board Room:** Keep original art works that are there, but aren't there some from the Memorial Building that could be hung here as well?
- Do we add items to the Committee rooms/trustee lounge, i.e. pictures, some of the archived photos previously mentioned, etc.?
- **Display Case:** First function to display all the entries for the Logo contest.

Second Priority:

- **Artwork around the Building:** Ensure that new labels are produced with the new Board logo for consistent appearance around the building, and have labels available for all student art as it comes into the Board Office.
- **Artwork around the Building:** Include photographs (poster size) of kids in any learning environment, as well as student art (some could be borrowed short-term from the Memorial Building until such time as new photos are taken) or (access photos from Parent Conference program).
- **Front Entrance:** Welcome Sign - large - over reception area so that it is easily identified: WELCOME TO THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD.
- **Front Entrance:** Obtain a map to post on a wall near lobby area - perhaps an aerial view of Hamilton-Wentworth. Can we get this donated from somewhere?
- **Front Entrance:** Green up the lobby...adding plants (air cleaner variety, etc.) (Was this done before...problems keeping them alive - need research into what plants would thrive and where they should be located). Access the horticultural departments in schools that could "donate" the plants.
- **Board Room:** Add some plants. Add some framed/dry mounted photographs of kids - the reason

why we are sitting in that Board room!

- **Board Room:** The new vision and mission statements, as developed, should be clearly displayed in the Board room.
- **Cafeteria:** Is this room open to those who bring their lunches? Are there microwaves/stoves/fridges that are available in a comfortable area for staff to use if they do not wish to purchase lunches? Can a lounge area for this purpose be created?

Third Priority:

- **Display Cases:** using the public relations officer as a source of information, the display cases could exhibit current happenings within the school year calendar, i.e. Reading Week, Science Olympics, Education Week, Gauss math contest winners, oral communication, and the list goes on! The idea is to feature current events - happenings within the calendar year for all of our schools! (e.g. Black History month, various essay contests, the written speeches for oral communications festivals, an actual project on writing about the amalgamation, etc. etc.)
- **The Dr. Harry Paikin Library:** Use the spaces above the shelves and between windows for display of yearly winners of public speaking or other special awards that pertain to library, media works, etc.
- **The Dr. Harry Paikin Library:** Again, photo posters of kids immersed in "literacy" activities, including media and technology (connect with head librarian for further input).

Fourth Priority:

- Remove, where possible, any symbols/logos, etc. that reflect either of the previous Boards and replace, where possible, with the new logo.
- **Front Entrance:** Can we open up the receptionist's area so that it is more visible to visitors entering the building? (Adding the human touch, making it easier for visitors to find their way around the building, MAKING THE PLACE MORE INVITING, LESS INTIMIDATING TO VISITORS.)
- **Front Entrance:** Erect panels appropriate to the style of the lobby that display photos of kids in the system. In the future, a video that is a promotional device for the system.
- **Front Entrance:** Plates of new logo placed predominantly in the building, including the elevators.
- **Front Entrance:** Once our new Vision and Mission statements are developed, they should be clearly displayed.
- **Front Entrance:** New bronze plaque commemorating the formation of the new Board - Hang over elevators? on same wall as engraving?
- **Front Entrance:** use a wall to display the names of all of the schools, both elementary and secondary. This could be done with stamped metal letters that are hung from the wall (suggest that this be on the marble wall for a striking appearance).
- **One area:** Suggest that one area in the building be selected to reflect the histories of the two previous Boards. This area should contain artifacts that are consistently representative of both former Boards and could include archival photographs sourced from the books that both Boards have produced on their respective histories, trustee photos, trophies, and plaques, etc.
- **Display Case:** A display could possibly "feature" different schools in the system...a "getting to know you" theme. What would be included in a time capsule, for example. Perhaps, alphabetically starting with "A" and "B" and featuring a little history/pictures/student tributes, time capsule enclosures, photos of famous alumni, etc. for: Ancaster Sr., Adelaide Hoodless, Brantdale, Bellmoore, etc.
- **Display Case:** Again, a process would need to be determined for changing this over a certain time period. Who would do this? Volunteers from the different schools, co-op students?

#15

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558, Hamilton, Ontario L8N 3L1
Telephone: (905) 527-5092 Facsimile: (905) 521-2517

May 11, 1998

To: Allan A. Greenleaf, Director of Education and Secretary

From: Ken Bain, Superintendent of Education
Lucy Veerman, Acting Senior Financial Officer

RE: School Budget Surplus/Deficit Carry Forward

Recommended Action:

Moved by _____, seconded by _____

that all principals in the Hamilton-Wentworth District School Board have the surplus/deficit carry forward provision applied to their school's budget, subject to compliance with Ministry directives.

Background:

For a number of years, principals in county schools have had the opportunity to carry forward, for one fiscal year, a year-end surplus equivalent to a maximum of 10% of interchangeable budgets. They have also been required to carry forward any interchangeable budget deficit. Schools were permitted to incur a deficit equivalent to a maximum of 5% of their interchangeable budgets that had to be eliminated within the next two budget years. The surplus carry forward provision has enabled principals to plan for the implementation of programs and/or to purchase resources to support their strategic plan directions that the annual school budget would not allow. In addition, principals have been accountable for school spending that exceeds their allocation through the deficit carry forward feature. Principals in city schools have not had this provision with respect to their budgets. At year-end, school surpluses and deficits are calculated and any overall surplus/deficit becomes part of the Board's surplus/deficit for the fiscal year.

Rationale:

The School Budget Working Group (Appendix 1) has met six times since March to begin the process of blending county and city approaches to school budgets. This action represents the committee's first recommendation and is based upon discussion and consultation with elementary and secondary principals throughout the district.

School principals face a number of unresolved program and staffing issues for September 1998. This is especially true for elementary schools. Principals and staffs want to spend their school budgets wisely in order to make best use of the available resources in support of the learning for their students. The uncertainty around programs makes it extremely difficult to anticipate student needs for September.

The surplus carryover provision will enable all schools to set aside a portion of their stub year budget for use in September to support the programs that principals are certain will operate in the 1998-1999 school year. The deficit provision will cause schools to be accountable for excessive spending.

Another unresolved issue is whether a board will be allowed to carry forward its surplus from one year to the next. Traditionally, the Ministry has permitted this to happen. With the change in the manner in which school boards are funded, it is unknown whether the Ministry will insist that boards return any surplus funds or whether boards will be able to place its operating surplus in reserves for use in the following school year.

The Hamilton-Wentworth District School Board
School Budget Working Group

Lucy Veerman, Acting Senior Financial Officer (Chair)

Ken Bain, Superintendent of Education, County West

Maxine Martineau, Strathcona Elementary School

Ted Kocznur, Glendale Secondary School

Diane Page, Mount Albion Elementary School

John Deven, Orchard Park Secondary School

Diane Rankine, Financial Analyst, Budget Department

Anne North, Richard Beasley Elementary School



THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 MAIN STREET WEST, P.O. Box 2558
HAMILTON, ONTARIO L8N 3L1

TELEPHONE: (905) 527-5092

M E M O R A N D U M

TO: Trustees
FROM: The Director of Education
RE: School Trips

Recommended Action:

It was moved by _____ that the following trip requests be approved:

- a) Grade 6 - Cardinal Heights School, Outdoor Education - Cave Springs in Beamsville, On. from June 8 to 9, 1998, inclusive;
- b) Grades 7 to 8, Cardinal Heights School, Outdoor Education - Camp Wenonah in Bracebridge, On. from June 10 to 12, 1998, inclusive;
- c) Grade 8, Cardinal Heights School, Historical studies - Quebec City, Que. from June 9 to 12, 1998, inclusive;
- d) Grades 4 to 5, Central School, Literary studies - Stratford, On. May 25 or June 11, 1998;
- e) Junior Kindergarten to Grade 5, Fairfield School, Year-end Outdoor Activity - Christie Conservation Area in Dundas, On. on June 12, 1998;
- f) Grades 4 to 5, Glen Echo School, Science Studies - Toronto Zoo in Toronto, On. on June 22, 1998;
- g) Grades 1 to 6, Hess Street School, Outdoor Education - Camp Wanakita in Haliburton, On. from June 8 to 10, 1998, inclusive;
- h) Grade 5, Thornbrac School, Outdoor Education - Canterbury Hills in Ancaster, On. from May 27 to 28, 1998, inclusive;
- i) Grades 6 to 8, W. H. Ballard School, Outdoor Education - Camp Mini-Yo-We in Muskoka, On. from June 8 to 10, 1998, inclusive;
- j) Grades 10 to OAC, Delta School, Outdoor Education - Bass Lake Park in Hardwood Hills, On. from May 29 to 31, 1998, inclusive;
- k) Grades 10 to OAC, Glendale School, Science Studies - Toronto Zoo in Toronto, On. on June 2, 1998;
- l) Grade 12, Saltfleet School, Outdoor Education - Bolton Camp and Conference Centre in Bolton, On. from June 3 to 4, 1998, inclusive;
- m) Grades 12 to OAC, Saltfleet School, Outdoor Education - Medeba Adventure Learning Centre in Algonquin Park, Haliburton, On. from June 8 to 10, 1998, inclusive;
- n) Grade 11, Sir Winston Churchill School, Geology studies - Bruce Provincial Park, On. from June 5 to 6, 1998, inclusive;
- o) Grade 11, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 27, 1998;
- p) Grades 9 to OAC, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 28, 1998.

Trips to Canada Wonderland, Toronto, On.

- q) Grade 8, Burkholder School, Graduation celebration trip on June 16, 1998 [June 17 - raindate];
- r) Grades 9 to OAC, Delta School, Participation in Music Adjudication on June 5, 1998;
- s) Graduates to OAC, Hill Park School, Graduation celebration from May 22 to 23, 1998, inclusive;
- t) Grades 9 to OAC, Parkview School, Graduation celebration on June 3, 1998 [June 5 - raindate];
- u) Graduates/Post-Graduates, Sir John A. Macdonald School, Graduation celebration from May 22 to 23, 1998, inclusive.
- v) Grade 12 Graduates, Westmount School, Graduation celebration from May 22 to 23, 1998, inclusive.

Rationale:

As per policy.

May 14/98

/rt

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
MAY 14, 1998

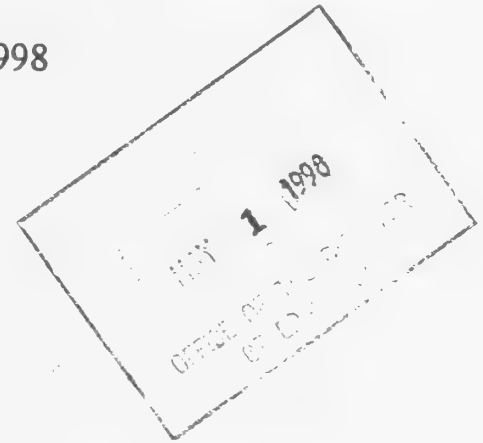
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W. H. BALLARD ELEMENTARY SCHOOL

801 DUNSMURE RD.,
HAMILTON, ONTARIO L8H 1H9
TELEPHONE: (905) 547-1689

April 27, 1998

Mr. W. Joudrie
Superintendent of Education, City East
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1



Dear Wayne,

I am writing to you in the early stages of your role as City-East Superintendent and my tenure as Principal at W.H. Ballard School as I vision for the future of our school. I believe it is critical to look ahead now so that in five years I can say I did my utmost to uphold the school motto, "where excellence is a tradition". It is equally important that I write at this time while plans are being designed for the future of the Hamilton-Wentworth District School Board and provincial funding formulas are announced. I am formally requesting that a renovation fund be established for W.H. Ballard School in order to improve: safety, energy efficiency, air quality and most importantly program development essential for student achievement in the next millennium.


As you know, W.H. Ballard School is an extremely impressive edifice with a rich 75 year old tradition of excellence in student programs and community activities. In fact, it was the largest elementary school in the British Empire when it was constructed in 1923. In 1998, our school has the largest elementary school student population and is the third largest elementary school in square footage in our Hamilton-Wentworth District School Board.

Recently, other schools similar in age and student population to W.H. Ballard School have been able to secure money for extensive school

renovations. In the last two decades, W.H. Ballard has had a new gym addition(1978), been painted (1992) and had new lights installed (December 1997). In discussion with the plethora of electricians replacing the lights during the Christmas holidays, I heard very clearly that we need to examine the wiring in the school as it poses serious safety concerns. I am not qualified from a technical standpoint to substantiate their concerns, however, establishment of a renovation fund would ensure we look at all elements of safety, energy efficiency, aesthetics, building maintenance, classroom program and student learning needs.

I do not expect that renovation funds will magically appear in this year's budget. As more information from the Ministry of Education relative to funding models /programs becomes available and roles/ responsibilities are delineated within our District School Board, a first logical step would be to request a building audit. The auditor's report should outline the necessary requirements so that an appropriate renovation fund is established to enable us to continue to uphold the W.H. Ballard tradition of excellence as we strive to make our school the Biggest; also the Best.

Yours truly,



J.C.Forbeck

.cc Mr. R. Mulholland, Chairman of the Board and Trustee Ward 4
Mr. A. Greenleaf, Director of Education
Superintendent of Operations
Mr. M. Quinn, Superintendent of Education, City West
Mr. M. Matier, Superintendent of Transitional Services
Mr. D. Grant, Superintendent of Business
Mr. D. O'Connor, Manager, Design Services

#19

DEPARTMENT OF PUBLIC WORKS AND TRAFFIC

City of
HAMILTON

TRAFFIC DIVISION

1st Floor, 71 Main Street West, Hamilton, Ontario, L8P 4Y5
Tel. (905) 546-4510 / Fax (905) 546-2419

1998 April 30

Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1**Attention: Mr. Al Greenleaf**

Dear Mr. Greenleaf:

Re: Bus Service to Lisgar School

The City Council for the City of Hamilton recently approved a report addressing concerns relating to the safety of children attending Lisgar School who must cross Limeridge Road. Included in the report was approval for the assignment of a School Crossing Guard at the intersection of Limeridge Road and Lennox Street. We have attached a copy of this report for your information.

Staff had difficulty in recommending this action as we are aware that the Board provides bus service to the children who may use this school crossing location and is therefore a duplication of service to these students. In fact, at this point in time, we have less than ten children crossing with the guard as most children are still using the bus.

Part of the City Council approval included the direction to staff to contact your Board and ask that you consider removing the bus service to Lisgar School, since children may now cross with the guard and, therefore, bus service may no longer be required. City staff have had informal discussions with the principal of the school and staff of your Transportation Division, on this matter. At this time, we are formally requesting that the Board review this matter with the intent to remove the bus service.

Thank you for reviewing this matter and we would appreciate hearing from you on the decision of your Board.

Yours truly,

Martin B. Hazell, CET, CMM, AMCT(A)
Manager of Community Traffic and Parking ServicesJA/kik
Attach.

19-1

Committee Approval 1998 MAR 22
Council Approval 1998 March 26

CITY OF HAMILTON
- RECOMMENDATION -

22.

DATE: 1998 February 18
File No. TEC-078-98 / Author: T. Arnold

REPORT TO: Kevin C. Christenson, Secretary
Transport and Environment Committee

FROM: D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Limeridge Road East and Lennox Street - School Crossing
Guard Request

RECOMMENDATION:

- (a) That a School Crossing Guard be assigned to the intersection of Limeridge Road East and Lennox Street during the morning and evening school crossing periods up until the approval of the 1998 Departmental Budget; and,
- (b) That said assignment be subject to the approval of an expansion package of approximately \$4000., plus administrative costs, which will be presented during the 1998 current budget deliberations; and,
- (c) That the Hamilton-Wentworth District School Board be advised of this action and requested to consider removing the bus service to Lisgar School.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The cost to assign a School Crossing Guard with morning and evening duty times is approximately \$4,000. per year plus administrative costs. This increase cannot be accommodated within the current (1998) School Crossing Guard Program budget estimates. However, an expansion package has been prepared for presentation to Committee as part of the 1998 current budget process.

A savings of approximately \$30,000. could be achieved by the Hamilton-Wentworth District School Board should they remove the bus service to Lisgar School.

BACKGROUND:

Alderman Tom Jackson has requested that staff review the need for a School Crossing Guard at the intersection of Limeridge Road East and Lennox Street.

Pedestrian and vehicular surveys were undertaken to determine the severity of the problem and to determine the requirement for a School Crossing Guard. The study has determined that there are an insufficient number of safe gaps for children to cross Limeridge at Lennox during the morning and afternoon school crossing periods. During the morning school crossing period, there were seven children crossing Limeridge and eight children crossing in the evening school crossing period.

There is currently a school bus provided to transport children from the south side of Limeridge to Lisgar School, north of Limeridge, and the Hamilton-Wentworth District School Board's justification for this bus is due to safety concerns in crossing Limeridge rather than the typical walking distance criteria. The Board has confirmed that this catchment area involves approximately 80 children. Although the bus is available for parents to send their children to school, there are many who would allow their children to walk as is the case with the existing seven children, if a guard is present. It is not possible to determine the exact number who would walk but it is expected that the number would be substantial.

Once the School Crossing Guard is in place it might be appropriate for the School Board to remove the bus service. However, the Board will not deal with this matter until a decision is reached on the assignment of a guard. Therefore, it is recommended that a School Crossing Guard be hired and assigned to the intersection of Limeridge Road East and Lennox Street during the morning and evening school crossing periods only, and that the Hamilton-Wentworth District School Board be advised and requested to review the action of removing the school bus service.

TMH

TA/MBH/kg

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

May 5, 1998

TO: Allan A. Greenleaf
Director of Education

FROM: Bruce Thomson
Manager of Plant

RE: POWER FAILURE - MAY 1, 1998 AT DR. J. SEATON ELEMENTARY SCHOOL

On the morning of Friday, May 1, 1998, the day shift custodian noted a problem with the hydro service in the school. Energized equipment was turned off and Ontario Hydro was notified.

Ontario Hydro determined that one of three (3) phases entering the school had failed, and would likely need to be replaced. The balance of power was shut off to the school and the decision made to send the students home just before the noon hour.

Cramm Electric was called to the site to assess the situation. Ultimately three (3) breaks were discovered in the underground cable and were excavated. Initially Ontario Hydro was of the opinion that splicing the cable together at the breaks would not hold and would be highly temporary. If a replacement system was required, an overhead system would be acceptable to Hydro.

Cramm Electric worked late into Friday evening to splice the three areas together. Upon inspection, Ontario Hydro was extremely pleased with how the splices were accomplished, and felt that if they held overnight, then replacement would not be immediately necessary. The Area Co-ordinator and the zone mechanic remained on site to energize the school and to get the system up and running. On Saturday May 2, it was necessary to call in Hamilton Hydronics to reset the water pump system, and Hamilton Protection Services to go over the security system.

All three (3) power cables into the school are now testing secure. Plant will arrange to periodically have the cable tested to detect for power leakage into the soil. Arrangements will also be made to develop costing estimates and a scope of work that may be necessary in the future.



BTjw
pc

D. Grant - Superintendent of Business & Treasurer
J. van Troost - Co-ordinator of Plant Services - West
M Forster - Principal, Dr. J. Seaton Elementary School
K. Turner - Facility Supervisor, Highland Zone

20-1

From: John VanTroost
To: THOMSONB
Date: 5/5/98 11:20am
Subject: Dr. J. Seaton School Power failure

Hi Bruce:

Following is a summary of the events at Dr. John Seaton School last friday.

One phase of the 3 phase hydro service failed some time during the night of April 31. It would have occurred between the time the afternoon caretakers left and the arrival of the head caretaker the next morning at approx. 6:50 am.

Sonia immediately realized something was wrong and began shutting down systems to prevent damage to the motors and pumps etc. She then called Ontario Hydro to report the problem.

Hydro arrived at approx. 8:30 and after evaluating the situation, decided that they needed to shut down the entire service to continue their investigation. This was done at about 9:30. Up until this time the building was able to operate lights and the phone system on the two remaining phases. Power was off for approx 20 - 30 minutes while they performed their checks.

Hydro determined that a major failure had occurred and that it would take much longer than 1 hour to repair. At this time it was decided to evacuate the school for the balance of the day and the school made arrangements for returning students to their homes. This was accomplished shortly after 11:00 am and by 11:30 the entire power system was shut down. I had arrived at the school along with John Sanderson just before 11:30. Immediately after the shutdown, I called Jack Cramm to advise him of the situation and asked him to provide a crew to carry out the repair.

Hydro had called in an excavator to uncover the duct bank at the one location initially identified to be the problem. (approx. 5 ft. west of the west portable) Through further testing with electronic instruments, Hydro was able to determine that there were in fact 3 "hot spots" in the one cable. The most serious turned out to be a complete burn through of the cable just under the east corner of the east portable. Since the two portables are located on top of the duct bank, it was thought that one of the grounding rods for the portables had been driven through one of the cables. However, we were able to determine that this was not the case. The third fault was located approx. 20-30 ft. west of the hydro pole at the street. The other two cables appeared to be in good shape.

Peter Plant (Cramm) arrived at approx 2:00 and shortly after Hydro left the site. The rest of Cramm's crew arrived within the hour, with the splice kits required to carry out the repairs. Repairs continued on into the night and by 9:00 pm. hydro was notified that we would be ready to energize the system at 10:00 pm. Hydro arrived at approx. 9:30, inspected Cramm's work and found it to be excellent. Service was restored at approx. 10:00pm.

Part of Cramm's crew left at this time and the excavator buried the cables and then also left. Two of Cramm's men remained and we began to turn on the various systems within the building. Unfortunately we were not able to get the water system to come up to pressure. I called Ken Richer at home and he was kind enough to come out. At this time the balance of Cramm's crew left. For the next 11/2 hours we attempted to get the water system operating. We finally determined that we needed Hamilton Hydronics to check out the pump. Our concern was that it had sustained some damage during the previous night. At this point we attempted to arm the security system and found that we were unable to do so. We called the security company and tried various ways to arm the system but were unsuccessful. We made arrangements for them to come out to check and restore the system, and then proceeded to lock up and finally left just after midnight.

Saturday morning I was able to make arrangements with Hamilton Hydronics and one of their people arrived at approx. 11:00 am. Since Ken Richer lives close by, he was there to let Hydronics in and help trouble shoot. They eventually found that the pump was operating but the system was not able to come up to pressure because of two toilet flush valves which were stuck open. There was also a minor electrical problem in the pump breaker panel which was also corrected. Both left at approx. 2:00 pm

20-2

with all services to the building fully restored.

I spoke with the principal, Marilyn Forster, on Saturday morning to advise her of the situation at that time (approx. 10:00 am) and again on Sunday afternoon to confirm that the school was operational for Monday's classes. Ken Richer also stopped by the school yesterday morning to double check everything with the head caretaker. At this time all is normal at the building.

I will be contacting Ontario Hydro today to get their assessment of the repairs that were carried out by Cramm and to determine if the service to the building needs to be replaced. However, judging by what the Hydro crew said on Friday night, if the cable survived the startup and the weekend, it would probably be good for quite some time. Will keep you advised.

John.

#21

Thames Valley District School Board

W. (John) Laughlin, Director of Education and Secretary

1998 April 21

Mr. Peter Constantinou
Minister's Office
Ministry of Education and Training
22nd Floor, Mowat Block, Queen's Park
Toronto, Ontario
M7A 1L2



Dear Mr. Constantinou:

Thank you very much for agreeing to arrange a meeting on behalf of school board officials to discuss the issue of unfunded debentures. As you are aware, a meeting was held on April 16 at which time representatives of nine large public boards and the Ontario Public School Boards' Association gathered to discuss the situation. Your offer to convene a meeting to raise awareness with senior ministry officials at both the political and staff levels was extremely well received.

Under the leadership of Sam MacKinlay, we will be collecting information and formalizing a report for distribution. We anticipate forwarding this comprehensive analysis to you during the early part of the last week in April. In the meantime, I thought it would be useful to provide an overview of our discussion for you.

There is a lack of recognition in the funding model for the debt service costs on the long-term financing of school board capital projects. The province has stated that it will no longer recognize the costs for debentures issued after 1996 December 31. This is a tremendous burden for a large number of school boards.

Many boards began capital projects in 1997 after the moratorium on capital was lifted. In order to finance these projects, boards used reserves or issued debentures in order to ensure that the local mill rate was not increased. Some boards currently find themselves with twenty or twenty-five year repayment schedules with no help from the province and no ability to recoup costs from the local mill rate.

The impact of the arbitrary timeline is evident when you examine those projects which were only partially completed or financed as of 1996 December 31. The costs up until that date are covered by the province; however, the remainder of those debt service costs will have to be assumed by the board.

Other issues discussed include cash flow problems, short term financing costs for boards resulting from the timing of revenue payments from both the province and the municipality, the pupil accommodation grant and the notion of 100% capacity in schools.

I have six representatives ready to meet with you and senior ministry officials to discuss these issues further. We would like to suggest the end of the week of April 27. In the meantime, it is important to recognize that the issue of unfunded debentures impacts both public and separate boards. OPSBA and board officials will work with their coterminous counterparts in ensuring that this issue is resolved satisfactorily. To that end, may we also respectfully suggest that a representative of the Ministry of Finance also be in attendance at the meeting.

Thank you again for your assistance. I look forward to hearing from you.

Yours truly,



W. J. LAUGHLIN
Director of Education and Secretary

WJL/tl

c: Public Code Directors of Education
Public Code Chairs
OPSBA

URBAN/MUNICIPAL
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DRAFT

IES OF THE BUSINESS COMMITTEE
MAY 14, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone and Bruce Wallace.

In attendance: Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Education - City West), Stew Thompson (Superintendent of Education - Mountain West) and Lucy Veerman (Acting Senior Financial Officer).

Also in attendance: Irene Polidori, Manager, Financial Services; Bruce Thomson, Manager of Plant.

The Chair called the meeting to order at 7:48 p.m.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of April 9, 1998 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

a) Correspondence to the Ministry of Education and Training re Accommodation Concerns in Flamborough

Noting that the direction to write this letter to the Ministry was given by Board resolution, one trustee questioned whether this issue should be discussed by the Business Committee. However, this trustee felt it would be beneficial to proceed with sending the letter to make the Ministry aware of the Board's concerns on school accommodation.

The members concurred that the letter should be forwarded to the Ministry given the absence of direction to the contrary tonight.

4. Approval of the Agenda

The following items were added to the agenda:

1. 17 (a) Additional School Trips
2. 17 (b) Teacher Strike Surplus - L. Peddle
3. 18 (a) Letter from T. Pettit Circulated on the Mountain

It was moved by L. Peddle: That the agenda be approved as amended.

CARRIED.

Note:

Prior to adjournment, the following items had been removed from the agenda of the in-camera session and dealt with at the open session:

1. 22 Refund of Excess Tuition Fees to Visa Students
2. 23 Transition Support Department
3. 24 Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

5. 1997 Financial Statements and Auditors' Reports**a) The Board of Education for the City of Hamilton****b) The Wentworth County Board of Education**

D. Grant provided an overview and then called on I. Polidori, Manager - Financial Services, to review the report.

Prior to reviewing the salient details of the report, I. Polidori introduced the auditors: Mike Collyer and Lou Celli - MacGillivray Partners [auditors for the former City Board]; Scott Shannon and Phil Bradley - Doane Raymond [auditors for the former County Board]. The auditors presented their respective reports and then assisted in responding to the members' questions.

The following clarifications were provided:

1. The retirement gratuity reserves for the former County Board had been extensively used in 1997.
2. A significant portion of the proceeds from the sale of sites goes to the Ministry Equity Capital Reserves; the Board has to obtain Ministry approval to access these funds. The remaining portion of the proceeds goes to the Board Equity Capital Reserves and these funds may be utilized by the Board for renovations of buildings, etc.

It was moved by W. Hicks: That the 1997 Surplus/Deficit for the Combined Boards of Education, Reserve Balances at January 1, 1998, Combined Boards, and the Audited Financial Statements for the Year Ended December 31, 1997 for The Board of Education for the City of Hamilton and The Wentworth County Board of Education be received for information.

CARRIED.

6. 1997 Foundation Report

I. Polidori reviewed the report, providing the following clarifications:

1. Individual booklets outlining the available Foundation Awards are distributed to all City schools. It is up to the school administration to request/apply for these award funds. The small number of schools accessing these funds may be attributed to the lack of awareness and/or the periodic changes in school staffing
2. Each award is covered by specific terms of reference and procedure.

M. Matier suggested that school awareness for these awards and communication strategies could be facilitated through the Superintendents of Education meetings.

It was moved by R. Woodworth: That the audited financial statements for the year ended December 31, 1997 for The Board of Education for the City of Hamilton Foundation be received for information.

CARRIED.

7. County Schools Awards

D. Grant presented the report.

It was moved by H. Bullock: That the County Schools Awards - Monitored by the Finance Department for presentation in 1998 be received and filed.

CARRIED.

8. Mountain View Closure - Asbestos Contamination

B. Thomson, Manager of Plant, reviewed the report.

Responding to one trustee's question, B. Thomson clarified that the Board has discretionary responsibility to report an incident to the Ministry of Labour; however, the Board should react to a given situation as deemed necessary under the Ministry's guidelines.

K Croxall advised the members that details of an information meeting (scheduled for May 25, 1998) with the parents at Mountain View School are being finalized with the school council at this time.

It was moved by W. Hicks: That the report re Mountain View Closure - Asbestos Contamination be received and filed.

CARRIED

9. (a) Joint Occupational Health and Safety Committee Recommendation - Ancaster High

In reviewing the Health and Safety memorandum, B. Thomson noted the recommendation resulted from concerns with a potential Board liability.

One trustee supported the request of placing a letter regarding the incident in the personnel file, stating this would ensure "paper trail" for proper documentation of the incident. This trustee questioned the need for a legal opinion for this case.

It was moved by H. Bullock: That the Joint Occupational Health and Safety Committee recommendation dated March 25, 1998 regarding Ancaster High be forwarded to the Board Solicitor for review and advice.

CARRIED.

(b) Ministry of Labour Orders, Ancaster High

B. Thomson reviewed the report.

It was moved by W. Hicks: That the Ministry of Labour Orders, Ancaster High be received for information.

CARRIED.

10. Assessment and Remediation of Mould in School Buildings

P. Gillie presented the report.

B. Urie, Occupational Health and Safety Co-ordinator, indicated for one trustee that a number of portables to be moved/relocated will be the first priority for mould inspection. He assured the members that all portables in the system will subsequently be inspected at some point. He added that the buildings are included in the review process as well.

It was moved by H. Bullock: That the proposed Work Plan for the Assessment and Remediation of Mould in School Buildings be approved for implementation and communicated to the Hamilton Wentworth Public Health Department.

CARRIED UNANIMOUSLY.

11. Update - Mount Albion Mould Situation

K. Croxall advised the members that this situation had been remedied, noting her memorandum to be an expression of appreciation for the efforts of all those involved in addressing the problem.

It was moved by R. Woodworth: That the report re Mount Albion Mould Situation be received and filed.

CARRIED.

12. Guy Brown Accommodation, September 1998

K. Bain reviewed the report, drawing attention to the summarized results of the survey of Guy Brown School parents as to their preference with the options available in solving the accommodation problems of the school. He then referred to the recommended action as outlined in the report.

K. Bain responded to a question that student "#501" would be directed to enrol at Fessenden School.

It was moved by R. Woodworth: That Option #4 "Add a Portable at Guy Brown and Cap Enrollment at 500" be approved for September 1998.

CARRIED.

13. Education Development Charges

D. Grant presented the report.

In response to questions, the following clarifications were provided:

1. With the current by-law on Education Development Charges (EDC) expiring no later than March 31, 1999 (as per Bill 160), staff will be looking at the provisions of the new regulations.
2. The \$1.3 million withdrawn from the EDC funds by the former County Board in 1997 was applied to finance half of the cost for additions to Waterdown District High School.
3. The transfer of EDC monies of the former County Board to the new Board would be achieved in accordance with the Transition clauses for EDC as outlined in the Ontario regulations. [These regulations are outlined in the Ministry's New Funding Model document -- Pupil Accommodation Plan section.]

4. The EDC issue will be addressed through the Property Transition Committee and recommendations will be forthcoming to the Board for consideration and approval.

Considering the importance of EDC, one trustee emphasized the need to incorporate this vital funding source into the financial planning of the new Board.

Another trustee, however, questioned the Board accessing these funds and suggested the issue needed to be debated and a decision determined.

It was moved by R. Woodworth: That the Education Development Charges Report dated April 30, 1998 be received and filed.

CARRIED.

14. "Face-Lift" Project

C. MacKenzie, Curriculum Co-ordinator, presented the report.

One trustee suggested the addition of a fifth priority relating to the outside of the building.

P. Gillie advised the members that the sign for the outside the front area of the Education Centre has been ordered.

It was moved by W. Hicks: That the recommendations of the "Face-Lift" Committee, including a fifth priority regarding Outside the Building, be approved for implementation as the opportunity arises and/or funding is available.

CARRIED.

15. School Budget Surplus/Deficit Carry Forward

K. Bain reviewed the report, detailing the rationale for the recommended action.

It was moved by R. Woodworth: That all principals in the Hamilton-Wentworth District School Board have the surplus/deficit carry forward provision applied to their school's budget, subject to compliance with Ministry directives.

L. Veerman clarified for one member that there is no response to date from the Ministry of Education and Training regarding Surplus information.

To the motion, **CARRIED.**

16. Trustee Representative on Science Curriculum Training Team (May 19, 20, 21, 1998)

K. Croxall said one trustee representative is required for this event which will be held in Etobicoke, Ontario. She noted that a one-day commitment would be acceptable.

L. Orban volunteered.

17. School Trips

It was moved by W. Hicks: That the following trip requests be approved:

- a) Grade 6 - Cardinal Heights School, Outdoor Education - Cave Springs in Beamsville, On. from June 8 to 9, 1998, inclusive;
- b) Grades 7 to 8, Cardinal Heights School, Outdoor Education - Camp Wenonah in Bracebridge, On. from June 10 to 12, 1998, inclusive;
- c) Grade 8, Cardinal Heights School, Historical studies - Quebec City, Que. from June 9 to 12, 1998, inclusive;
- d) Grades 4 to 5, Central School, Literary studies - Stratford, On. May 25 or June 11, 1998;
- e) Junior Kindergarten to Grade 5, Fairfield School, Year-end Outdoor Activity - Christie Conservation Area in Dundas, On. on June 12, 1998;
- f) Grades 4 to 5, Glen Echo School, Science Studies - Toronto Zoo in Toronto, On. on June 22, 1998;
- g) Grades 1 to 6, Hess Street School, Outdoor Education - Camp Wanakita in Haliburton, On. from June 8 to 10, 1998, inclusive;
- h) Grade 5, Thornbrae School, Outdoor Education - Canterbury Hills in Ancaster, On. from May 27 to 28, 1998, inclusive;
- i) Special Education class, Viscount Montgomery School, Outdoor Education - Word of Life Camp in Owen Sound, On. on June 10 to 12, 1998, inclusive;
- j) Grades 6 to 8, W. H. Ballard School, Outdoor Education - Camp Mini-Yo-We in Muskoka, On. from June 8 to 10, 1998, inclusive;
- k) Grades 10 to OAC, Delta School, Outdoor Education - Bass Lake Park in Hardwood Hills, On. from May 29 to 31, 1998, inclusive;
- l) Grades 10 to OAC, Glendale School, Science Studies - Toronto Zoo in Toronto, On. on June 2, 1998;
- m) Grade 12, Saltfleet School, Outdoor Education - Bolton Camp and Conference Centre in Bolton, On. from June 3 to 4, 1998, inclusive;
- n) Grades 12 to OAC, Saltfleet School, Outdoor Education - Medeba Adventure Learning Centre in Algonquin Park, Haliburton, On. from June 8 to 10, 1998, inclusive;
- o) Grade 11, Sir Winston Churchill School, Geology studies - Bruce Provincial Park, On. from June 5 to 6, 1998, inclusive;
- p) Grade 11, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 27, 1998;
- q) Grades 9 to OAC, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 28, 1998.

Trips to Canada's Wonderland, Toronto, On.

- r) Grade 8, Burkholder School, Graduation celebration trip on June 16, 1998 [June 17 - raindate];
- s) Grade 8, Hampton Heights, Music Performance on June 15, 1998;
- t) Grades 6 to 8, Lawfield School, Graduation Celebration - Canada Wonderland in Toronto, On. on June 12, 1998;
- u) Grades 9 to OAC, Delta School, Participation in Music Adjudication on June 5, 1998;
- v) Graduates to OAC, Hill Park School, Graduation celebration from May 22 to 23, 1998, inclusive;
- w) Grades 9 to OAC, Parkview School, Graduation celebration on June 3, 1998 [June 5 - raindate];
- x) Graduates/Post-Graduates, Sir John A. Macdonald School, Graduation celebration from May 22 to 23, 1998, inclusive.

- y) Grade 12 Graduates, Westmount School, Graduation celebration from May 22 to 23, 1998, inclusive.
CARRIED.

17 (b) Teachers' Strike Surplus - L. Peddle

L. Peddle recalled that at the last reporting on this issue, there was an indication of significant savings for the former Boards. She acknowledged discussion status on the Budget Committee minutes of March 24, 1998 on this topic. However, noting recent public perception that these funds had "disappeared", clarification was requested from Administration.

D. Grant assured the members that there was no intent to conceal any information on the matter. Speaking for the former County Board, he related that the 1997 year ended with a deficit after reflecting the child care payments -- the County achieved a "break-even" by tapping the Ministry's grant for this purpose. In terms of the Ministry's process, there was a "take back" of any savings realized by school boards -- for the County Board, this amount translated to \$900,000. The end result for the City Board was a surplus of approximately \$271,000.

Referring the members to Page 5-2 - Statement of Reserve Balances- Combined Boards, the \$271,000 teachers' strike surplus is now part of the \$4.7 million Working Capital Reserves.

When the discussion focused on the child care claim payments, D. Grant explained that the process used for the processing and payment of these cheques was based on the provisions outlined in Bill 161. This regulation provided for a definite deadline for the submission of the forms and subsequent processing of the cheque payments by the Board.

When some trustees expressed concerns on the number of parents who were not able to receive their child care payments for some reasons, the following clarifications were offered:

1. Bill 161 states that a duty to pay exists where a completed application is received on or before the deadline date.
2. The Ministry of Education and Training has directed that application forms not submitted on or before the deadline date are not to be accepted.
3. Accordingly, if the form was not received by the deadline, the Board is not in a position to pay this claim -- the Board has responded to several individuals along this line.
4. Payment of the family claim form has been issued only where staff have been able to substantiate that the form was received by February 6, 1998.
5. Individuals wishing to pursue the matter have been referred directly to the Ministry of Education and Training.
6. Staff of both former Boards have made every effort to comply with Ministry guidelines and approached the child care payment issue in a consistent fashion.

One trustee noted that the Separate School Board accommodated claims received beyond the deadline by Board motion and wondered if this had caused some of the difficulties for our Board.

One member thanked Administration and staff for their efforts and patience in facilitating the child care cheque payments.

18. W.H. Ballard Elementary School re Renovation Fund

It was moved by W. Hicks: That the correspondence from W. H. Ballard Elementary School re renovation fund be referred to administration.

CARRIED.

18 (a) Letter from T. Pettit Circulated on the Mountain

L. Peddle drew attention to a letter from T. Pettit, Member of Provincial Parliament - Hamilton Mountain, which was sent to the Mountain schools. The letter expressed his concerns with the Ministry's new Funding Model and his willingness to assist these schools in persuading the provincial government to soften its stand on the recently introduced educational reform. L. Peddle also spoke about her recent discussion with T. Pettit regarding capital budget and his interaction with the school councils in addressing current educational issues. She believed something positive could result from T. Pettit's actions and the Board working in cooperation with him.

Although acknowledging the good intention of L. Pettit, several members expressed their concerns as follows:

1. Proper procedure and protocol should have been followed, i.e. trustees were not aware of these initiatives.
2. The system must be regarded as a whole rather than looking at segments of it.
3. Trustees and administration were not contacted and apprised of the issue. This could lead to public misinformation and misrepresentation of the Board, particularly in terms of the budgetary issues.
4. Perception of a "hidden motive" in light of the approaching elections.

Some trustees noted the importance of developing amicable relationship with area MPPs, believing they could be a "go-between" for the Board in bringing its concerns to the Ministry's attention.

Recalling it was the practice of the former County Board to conduct regular by-ward meetings with MPPs,

It was moved by H. Bullock: That a meeting with area Members of Provincial Parliament (MPP) be scheduled and that all trustees be invited to attend.

The Chair of the Board affirmed this meeting could be facilitated.

One member questioned the merits of this undertaking.

To the motion, **CARRIED UNANIMOUSLY.**

19. City of Hamilton re Bus Service to Lisgar School

L. Peddle indicated that a decision had already been made to remove the bus service referenced in the letter.

P. Gillie noted that the City of Hamilton letter was supportive of the removal of the bus service.

D. Grant commented that in accordance with the former City Board policy, a determination had been made to remove the bus service effective June 1, 1998. He believed that this determination had the full support of the principal and that the school council had been consulted. It was not the practice of the former Board to bring these issues to the trustees for resolution.

L. Peddle remarked that she agreed with parents and the school council who were concerned about the lack of communication on the issue since parents learned of the termination of the bus service as of June 1 through the school newsletter and affirmed her commitment to speak on their behalf to urge the Board to defer its decision to September 1998,

It was moved by L. Peddle: That the letter from the City of Hamilton re Bus Service to Lisgar School be referred to administration for a full report back to the June meeting of the Business Committee and that, in the meantime, school bus service continue to be provided to Lisgar school.

CARRIED.

20. Power Failure at Dr. J. Seaton Elementary School

It was moved by L. Peddle: That the correspondence from Dr. J. Seaton Elementary School re Power Failure be received and filed.

CARRIED.

21. Thames Valley District School Board re letter to MOET re unfunded debentures

It was moved by R. Woodworth: That the correspondence from the Ministry of Education and Training re unfunded debentures be received and filed.

CARRIED.

At this point in the meeting, L. Peddle voiced her wish to pursue an earlier concern regarding the recommendation of the Joint Occupational Health and Safety Committee for Ancaster High.

It was moved by L. Peddle: That the motion regarding Joint Occupational Health and Safety Committee Recommendation - Ancaster High be reconsidered.

LOST.

22. Refund of Excess Tuition Fees to Visa Students

D. Grant clarified for the members that the legal opinion on the issue was the rationale for this item being placed on the in-camera agenda.

It was moved by R. Woodworth: That Item C-6 - Refund of Excess Tuition Fees to Visa Students be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

Acknowledging the lengthy deliberation and efforts of the former City Board on the issue of Visa Student program, D. Grant stated that the intent at this time is focused on bringing closure to this matter. He then noted the following:

1. The former Board has already decided to discontinue the imposition of fees in excess of Ministry regulations and the issue remaining is to determine how to respond to individuals who present themselves and request a refund of excess fees.
2. Based on the legal opinion of the Board's solicitor, the Board would not be successful if challenged on this issue in court.
3. Under direction of the Board's auditors, an amount has been set up as a liability to cover our maximum exposure on this issue. This will ensure that the refund of any fees will not negatively impact on the Board's future financial operations.
4. The recommended action represents the middle ground between the automatic provision of refunds and the avoidance of potentially costly and time-consuming legal action.

In response to a trustee's query, D. Grant indicated that 5 requests for refund have been received to date -- the payment for these is on hold pending Board approval of the recommendation in the report.

It was moved by H. Bullock: That the Board authorized the payment of those fees in excess of Ministry Regulations; that these payments be made on written request only; that the procedures to be followed in issuing the refunds be reviewed by the Board's legal counsel.

CARRIED, 4 IN FAVOUR, 1 OPPOSED.

L. Orban requested the minutes reflect her opposition to the motion.

23. Transition Support Department

It was moved by L. Peddle: That Item C-7 - Transition Support Department be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

In reviewing the report, M. Matier emphasized that there are no additional costs involved beyond the Government Transition Funding for this program.

One member felt it would be timely to review the Board's Employee Assistance Program (EAP) in terms of the services available -- this could be done towards the end of the contracts of the service providers.

It was moved by H. Bullock: That a Transition Support Department be established to develop and implement employee support strategies as priorities are identified.

CARRIED.

24. Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

D. Grant indicated that this item was considered in-camera due to the legal opinion on the issue. He added that the information has not been fully reviewed by administration and was brought before the Committee tonight for trustees' awareness.

It was moved by W. Hicks: That Item C-9 - Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

Requesting that this legal opinion be incorporated into the report coming to the Committee on this issue as it relates to the Rental Policy,

It was moved by W. Hicks: That the Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association be received for information.

CARRIED.

It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.

CARRIED.

The meeting then adjourned at 9:40 p.m.

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**OF THE SPECIAL MEETING OF THE
BUSINESS COMMITTEE**

MAY 21, 1998

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East), Merv Matier (Superintendent of Transitional Services), Stew Thompson (Superintendent of Education - Mountain West) and Ken Waters (Superintendent of Education - Secondary West).

Also in attendance: Daryl Sage, Manager, Accommodation and Planning

The Chair called the meeting to order at 6:05 p.m.

2. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as presented.

CARRIED.

3. Removal of Bus Route - Lisgar School

D. Sage reviewed the report as provided at the meeting.

Referencing the notation in the report that Upper Kenilworth, north of Limeridge Road East, had been recommended for removal from the Hazard Road list in 1997, one trustee pointed out that the concern in this situation was for the students who lived in a townhouse complex south of Limeridge Road.

D. Sage responded to a question that City Hall has confirmed the crosswalk at Leduc will be painted prior to June 1st, 1998.

Noting that:

- the traffic issues were not resolved until recently
- the communication to parents prior to the decision did not clearly state that the bus was being considered for removal from service
- the Board has an obligation to ensure parents are aware of pending changes to routine operations

it was moved by L. Peddle that transportation services for those students who qualified by reason of safety to attend Lisgar Elementary School be discontinued effective June 30, 1998.

L. Peddle noted that she had changed the effective date from that in the report from the officials.

As safety was no longer an issue in this situation at Lisgar School, support was voiced for ending transportation at the beginning of June so the students could familiarize themselves with walking the new route in good weather prior to the start of school in September.

D. Sage responded to a question that there was nothing in the former City Board's policy regarding either the timing nor manner of notification to parents. Communication was a responsibility of the principal as the bus was considered an extension of the classroom. He also confirmed that discontinuing the service in this situation was viewed as an administrative decision.

When questioned, L. Peddle reiterated the concern that, having been granted an exception to the transportation policy for 5 years, 2 weeks notice to parents that the bus service would be discontinued was not adequate

D. Sage confirmed that the initial notice to parents was May 11, 1998. However, the discussion about the safety issue leading to this decision began back in January with the School Council.

In support of the motion on the floor, several trustees agreed that the timing of the decision and the communication to the parents put the June 1 date into question and that continuing the service to the end of June presented no real cost factor for the Board.

To the motion, CARRIED, 4 IN FAVOUR, 1 OPPOSED.

The meeting then adjourned at 6:25 p.m.

rm

ACTION ITEMS

BUSINESS COMMITTEE
1998 06 11

Excerpt from the DRAFT Board Minutes - May 21, 1998

RESOLUTION #98-*: It was moved by W. Hicks, seconded by H. Bullock that the Report of the Business Committee dated May 14, 1998 be approved as follows:

18. Refund of Excess Tuition Fees to Visa Students

It was moved by H. Bullock: That the Board authorize the payment of those fees in excess of Ministry Regulations; that these payments be made on written request only; that the procedures to be followed in issuing the refunds be reviewed by the Board's legal counsel.

L. Orban asked that Item #18 be voted on separately. As the result of numerous phone calls to various people at the Ministry of Education and Training offices, she pointed out that it is clearly the Ministry's perception that the Hamilton Board of Education was the only board in the province which overcharged its visa students. Emphasizing that it is well known that other boards also effected this program as a revenue generator, she believed the Board should formally ask the Minister of Education and Training to clarify the ambiguity regarding the issue of overcharging visa students and the reimbursement entitlements.

RESOLUTION #98-*: It was moved in amendment by L. Orban, seconded by B. Wallace that Item #18 be referred back to the Business Committee.

CARRIED, 6 IN FAVOUR, 5 OPPOSED.

Business Committee

D. Grant commented that in accordance with the former City Board policy, a determination had been made to remove the bus service effective June 1, 1998. He believed that this determination had the full support of the principal and that the school council had been consulted. It was not the practice of the former Board to bring these issues to the trustees for resolution.

L. Peddle remarked that she agreed with parents and the school council who were concerned about the lack of communication on the issue since parents learned of the termination of the bus service as of June 1 through the school newsletter and affirmed her commitment to speak on their behalf to urge the Board to defer its decision to September 1998,

It was moved by L. Peddle: That the letter from the City of Hamilton re Bus Service to Lisgar School be referred to administration for a full report back to the June meeting of the Business Committee and that, in the meantime, school bus service continue to be provided to Lisgar school.

CARRIED.

20. Power Failure at Dr. J. Seaton Elementary School

It was moved by L. Peddle: That the correspondence from Dr. J. Seaton Elementary School re Power Failure be received and filed.

CARRIED.

21. Thames Valley District School Board re letter to MOET re unfunded debentures

It was moved by R. Woodworth: That the correspondence from the Ministry of Education and Training re unfunded debentures be received and filed.

CARRIED.

At this point in the meeting, L. Peddle voiced her wish to pursue an earlier concern regarding the recommendation of the Joint Occupational Health and Safety Committee for Ancaster High.

It was moved by L. Peddle: That the motion regarding Joint Occupational Health and Safety Committee Recommendation - Ancaster High be reconsidered.

LOST.

22. Refund of Excess Tuition Fees to Visa Students

D. Grant clarified for the members that the legal opinion on the issue was the rationale for this item being placed on the in-camera agenda.

It was moved by R. Woodworth: That Item C-6 - Refund of Excess Tuition Fees to Visa Students be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

Acknowledging the lengthy deliberation and efforts of the former City Board on the issue of Visa Student program, D. Grant stated that the intent at this time is focused on bringing closure to this matter. He then noted the following:

1. The former Board has already decided to discontinue the imposition of fees in excess of Ministry regulations and the issue remaining is to determine how to respond to individuals who present themselves and request a refund of excess fees.
2. Based on the legal opinion of the Board's solicitor, the Board would not be successful if challenged on this issue in court.
3. Under direction of the Board's auditors, an amount has been set up as a liability to cover our maximum exposure on this issue. This will ensure that the refund of any fees will not negatively impact on the Board's future financial operations.
4. The recommended action represents the middle ground between the automatic provision of refunds and the avoidance of potentially costly and time-consuming legal action.

In response to a trustee's query, D. Grant indicated that 5 requests for refund have been received to date -- the payment for these is on hold pending Board approval of the recommendation in the report.

It was moved by H. Bullock: That the Board authorized the payment of those fees in excess of Ministry Regulations; that these payments be made on written request only; that the procedures to be followed in issuing the refunds be reviewed by the Board's legal counsel.

CARRIED, 4 IN FAVOUR, 1 OPPOSED.

L. Orban requested the minutes reflect her opposition to the motion.

23. Transition Support Department

It was moved by L. Peddle: That Item C-7 - Transition Support Department be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

In reviewing the report, M. Matier emphasized that there are no additional costs involved beyond the Government Transition Funding for this program.

One member felt it would be timely to review the Board's Employee Assistance Program (EAP) in terms of the services available -- this could be done towards the end of the contracts of the service providers.

It was moved by H. Bullock: That a Transition Support Department be established to develop and implement employee support strategies as priorities are identified.

CARRIED.

24. Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

D. Grant indicated that this item was considered in-camera due to the legal opinion on the issue. He added that the information has not been fully reviewed by administration and was brought before the Committee tonight for trustees' awareness.

It was moved by W. Hicks: That Item C-9 - Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association be removed from the in-camera agenda and dealt with at the open session.

CARRIED.

5(a)-3

5(a)

Regulation re Calculation of Fees for Pupils**"High cost program"** means,

- a) a special education program, other than a program provided in the board's school in lieu of an education program provided by a provincial school for the blind and the deaf or other similar program for which a general legislative grant is payable, or
- b) a program that includes technological studies that qualify for one or more credits toward the secondary school graduation diploma or Ontario secondary school diploma.

Education Act

"Special Education Program" - "special education program" means, in respect of an exceptional pupil, an educational program that is based on and modified by the results of continuous assessment and evaluation and that includes a plan containing specific objectives and an outline of educational services that meets the needs of the exceptional pupil; (programme d'enseignement à l'enfance en difficulté)

"Exceptional pupil" - "exceptional pupil" means a pupil whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program by a committee, established under subparagraph iii of paragraphed 5 of subsection 11(1) of the board,

- (a) of which the pupil is a resident pupil,
- (b) that admits or enrolls the pupil other than pursuant to an agreement with another board for the provisions of education, or
- (c) to which the cost of education in respect of the pupil is payable by the Minister; ("élève en difficulté").

Excerpt from the DRAFT Board Minutes – May 21, 1998

RESOLUTION #98-*: That the following correspondence be referred to the Business Committee:

21. G. Mehlenbacher re “no-nit” policy.
CARRIED UNANIMOUSLY.

See Agenda Item #19. For the letter.

6

The Hamilton-Wentworth District School Board

Memo

To: Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Accommodation and Planning

Re: County Planning Report

Recommended Action:

Moved by: _____

That the recommended actions stated in the County Planning Report dated June 11, 1998 be approved.

Rationale:

Attached is the County Planning report dated June 11, 1998. Contained within the report are recommended actions for each of the planning issues for which notification has been received from municipal planning departments. These issues have been grouped in the following categories.

1. Items that will have a significant impact on school enrolment or Board property.
2. Items that may have an impact on school enrolment or Board property.
3. Items that should not have an impact on school enrolment or Board property.

Complete documentation has been provided for reference purposes. Unless directed otherwise, in the future, a full set of these materials will be located in the trustee lounge for review and not distributed with the agenda package.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act. Objections or submissions through to the Ontario Municipal Board (OMB) require challenges under the act. At this time, it is anticipated that OMB challenges of any of the planning issues contained within the report could not be sustained nor cost effective.

DS/dtg
1998-06-09

attach

1. Items that will have a significant impact on school enrolment or Board property

a) Meadowlands Kitty Murray Lane Elementary School Site, Town of Ancaster

Origin: Receipt of letter from the property owner (developer) requesting status of possible site purchase by the Board.

Recommended Action: That the following information be provided to the property owner. The Board still needs the designated Kitty Murray Lane Public School Site for accommodating students from within the Meadowlands neighbourhood of Ancaster.

- i) The designated school site is considered the second overall acquisition priority of the Board.
- ii) The Board is still undergoing a transitional period with respect to its school facility resources. Following this period, the Board will be able to define when the site will be required.

b) Objection to Development approved by Board resolution at the meeting held on March 26, 1998, City of Stoney Creek

1. Lake Vista Estates (25T-95006R)
2. Lake Vista Estates West (25T-97018)
3. Lake Vista Estates East (25T-97019)
4. The Estates of Fifty Point Marina (25T-97008)
5. Highland Heights (25T-97017)

Origin: At the meeting held on March 26, 1998, the Board did not accept the recommended action to approve these developments. The Board resolution objecting to development was filed with the City of Stoney Creek who in turn notified the Regional Municipality of Hamilton-Wentworth. Correspondence has now been received from the Regional Municipality of Hamilton-Wentworth as attached.

Recommended Action: That the Board not exercise its right of appeal to the Ontario Municipal Board; based on planning precedent, it is unlikely that an appeal will be successful and may prove costly.

c) Draft Plan of Subdivision - Southampton Estates #25T-98002, Township of Glanbrook

Origin: Draft plan submitted by the developer to the Regional Municipality of Hamilton-Wentworth. The Region has requested Board comment.

Potential Students: Mount Hope Public = 139 Ancaster High = 40

Recommended Action: That the Board not object to it for the following reason.

The Mount Hope Urban Settlement Area Secondary Plan which includes the area covered by this Draft Plan was reviewed and supported by the former Wentworth County Board of Education.

d) Draft Official Plan - Nash Neighbourhood, City of Stoney Creek

Origin: The City of Stoney Creek submitted a draft plan to the Board for review. Board staff and Proctor and Redfern Limited met with representatives of the City Planning Department to discuss the potential impact of development. The Nash Neighbourhood encompasses the area north of Mud Street between 2nd Road West and Highway 20. It has the potential to generate sufficient students to require an additional elementary school. A tentative site has been set aside on the plan for this purpose.

Recommended Action: That staff continue discussions with the City of Stoney Creek with the intent of draft designation of an appropriate elementary school site. The draft plan will be submitted to the Board for future approval or re-design.

2. Items that may have an impact on school enrolment or Board property

- a) Land Severance Application - 45 Sulphur Springs Road, Town of Ancaster

Origin: Property owner submitted a request to the Regional Municipality of Hamilton-Wentworth to sever this land for the creation of another residential lot. The property abuts the entrance to the Satellite Office of the Board located at 357 Wilson Street East, Ancaster.

Recommended Action: That the Regional Land Division Committee defer their decision on this application until such time as a number of issues are satisfactorily addressed. These issues include:

- i) Sub-standard municipal road right of way.
- ii) Poor existing road surface on Queen Street including asphalt and drainage deficiencies.
- iii) Potential impacts to the abutting Board Satellite Office property relating to lot grading and drainage.

- b) Site Plan - "Governor's Gate", Town of Dundas

Origin: The former Wentworth County Board of Education had requested, as a condition of site plan approval, that the Board must approve the site and grading drawings to ensure that surface water flow from this property would not negatively impact the adjacent designated public elementary school site. The Engineering Division of Proctor and Redfern Limited reviewed the site and grading drawings and concluded that the grading and storm water management will not negatively impact the designated school site

Recommended Action: That the Hamilton-Wentworth District School Board issue a letter to the Region of Hamilton-Wentworth stating that the Board's condition has been satisfied.

3. Items that should not have an impact on school enrolment or Board property

- a) Zoning bylaw amendment - 33 Wilson Street West, Town of Ancaster

Origin: A revised redevelopment plan for an Esso gas station has been submitted to the Town of Ancaster and subsequently the Board for review.

Recommended Action: That the Board not object to this proposal.

- b) Zoning bylaw amendment - Part Lot 45, Concession 6 Glancaster Road at Carluke Road N/W Corner, Town of Ancaster.

Origin: A plan to recognize the existing nursery use of the property and expand the basket making and moss products business aspects has been submitted to the Town of Ancaster and subsequently the Board for review.

Recommended Action: That the Board not object to this proposal.

- c) Zoning bylaw and official plan amendments - Part of Lots 4 and 5 Concession 3, Town of Flamborough

Origin: A plan to change the property designation from "highway commercial" to "urban commercial" has been submitted to the Town of Flamborough and subsequently the Board for review. The change will allow additional commercial uses.

Recommended Action: That the Board not object to this proposal.

- d) Zoning bylaw amendment - S/W Corner of Golf Links Road and Stone Church Road, Town of Ancaster

Origin: A plan to change the zoning from "agriculture" to "neighbourhood commercial" to allow the development of a service station and convenience store has been submitted to the Town of Ancaster and subsequently the Board for review.

Recommended Action: That the Board not object to this proposal.

- e) Aldershot/Waterdown Master Environmental Assessment Transportation Network Study, Town of Flamborough
Origin: The Town of Flamborough in conjunction with the City of Burlington is conducting a study to develop a master transportation plan for the corridor area.
Recommended Action: That the Board participate in the study through the review of the draft master plan as it pertains to school facilities or school bus service. The final recommended action will be presented to the Board at a later date.
- f) Official plan and zoning bylaw amendments - 181 to 183 Highway 8, City of Stoney Creek
Origin: A plan to change the zoning to a "modified general commercial" use to permit a massage therapist and physical therapist to operate has been submitted to the City of Stoney Creek and subsequently the Board for review.
Recommended Action: That the Board not object to this proposal.
- g) Official plan amendment - Hamilton Jewish Communal Projects Incorporated 982-1030 Lower Lions Club Road, Town of Ancaster.
Origin: A plan re-designate the western portion of the lands to "open space and conservation" to enable improvements/alterations to the existing community centre and to develop vacant lands for sporting and camp uses has been submitted to the Town of Ancaster and subsequently the Board for review.
Recommended Action: That the Board not object to this proposal.
- h) Notice of Completion of the Environmental Study Report Class Environmental Assessment to provide Waste Water Treatment Capacity to the Town of Dundas and the Town of Flamborough.
Origin: The Regional Municipality of Hamilton-Wentworth initiated the study to identify a preferred solution to provide waste water treatment capacity for the Town of Dundas and Town of Flamborough.
Recommended Action: No further action required.
- i) Building and Demolition Permits, Town of Dundas
a) February 1998
b) March 1998
c) April 1998
Origin: The Town of Dundas prepares and distributes a monthly summary of building and demolition permits issued.
Recommended Action: No further action required.
- j) Building and Demolition Permits, Township of Glanbrook
a) January 1998
b) February 1998
c) March 1998
Origin: The Township of Glanbrook prepares and distributes a monthly summary of building and demolition permits issued.
Recommended Action: No further action required.



PROCTOR & REDFERN LIMITED

May 11, 1998

EO 98753

Mrs. Arlene Young
Manager, Transportation & Planning
The Hamilton-Wentworth District School Board
357 Wilson Street East
Ancaster, Ontario
L9G 4B7

Dear Mrs. Young

Designated Kitty Murray Lane Public School Site Meadowlands, Ancaster

As requested, we have reviewed the Hamilton-Wentworth District School Board's elementary school facilities in Ancaster and recommend that The Board provide the following information to the Meadowlands of Ancaster:

- The Board still needs the designated Kitty Murray Lane Public School Site for accommodating students from within the Meadowlands Neighbourhood of Ancaster.
- The designated school site is considered the second overall acquisition priority of The Board.
- The Board is still undergoing a transitional period with respect to its school facility resources. Following this period, The Board will be able to define when the site will be acquired.

Current Development Interest in the School Site

Meadowlands of Ancaster, the current owner of the designated school site, is interested in developing the unpurchased site for residential purposes. To this end, they requested clarification of The Board's interests in this property via a March 18, 1998 letter to Mr. Wayne Joudrie.

Mrs. Arlene Young
Page 2

EO 98753
May 11, 1998

Need of the Site for School Purposes

In response, the designated school site was reviewed in the context of current and future accommodation situations as well as previous student accommodation strategic studies. The designated school site is situated within the north west portion of the Meadowlands Neighbourhood of Ancaster next to the east side of Kitty Murray Lane (see attached map).

The site was designated for public school purposes in the late 1980s and is composed of 5.0 acres. In late 1996 and early 1997, a joint use agreement was negotiated between the Town of Ancaster and former Wentworth County Board of Education permitting one acre of parkland to be used for school athletic field purposes. This was done to bring the school site size up to the current 6.0 acre standard.

Grange (K-6) and Ancaster Senior (7 and 8) presently service the proposed catchment area of the future school on Kitty Murray Lane. Current capacities, enrolments, remaining capacities and potential future student enrolments for these two schools are as follows:

School	Current Capacity ¹	Current Enrolment ²	Current Remaining Capacity	Potential Future Student Enrolment ³
Grange	361 (includes 8 portapak/portable classrooms)	389	0	1,433
Ancaster Senior	503 (includes 2 portable classrooms)	507	0	655

The capacities of both elementary schools are presently exceeded and no additional students can be accommodated. Significant numbers of additional students are expected to attend each school in the future. Nearly 70% of these additional students are attributed to the Meadowlands Neighbourhood. A new elementary school in this developing neighbourhood would alleviate existing and future accommodation pressures on Grange and Ancaster Senior Schools.

For these reasons, the Strategic Student Accommodation Document prepared last year recommended that the Kitty Murray Lane School Site be acquired and developed as soon as practically possible. In terms of overall school construction priorities, it was ranked second.

¹ The Wentworth County Board of Education, capacity summary as of October 31, 1997.

² Mr. Elio Dicienzo, The Hamilton-Wentworth District School Board, May 7, 1998.

³ Proctor & Redfern Limited, *The Wentworth County Board of Education 1997 Accommodation Report (Final)*, December 1997.

Mrs. Arlene Young
Page 3

EO 98753
May 11, 1998

Development Interests in Other Board Designated School Sites


The interest shown by Meadowlands of Ancaster in developing The Board's designated school site for residences is not an isolated incident. Other requests have been made for sites in Waterdown, Heritage Green, and Upper Hamilton. With the upsurge in housing starts and a dwindling supply of serviced land within current urban boundaries, developers are increasingly looking at school sites that have been designated but not purchased by The Board as residential development opportunities.

We expect that, in the near future, The Board will come under increasing pressure to make a financial commitment to acquiring designated sites. In order to establish clear priorities for future educational facilities and develop a coordinated approach to building schools in order of greatest need, we recommend that The Board update its strategic student accommodation document, incorporating both the former Wentworth and Hamilton schools into the overall strategic plan.

Please contact me if you have any questions or comments on the preceding information.

Yours very truly

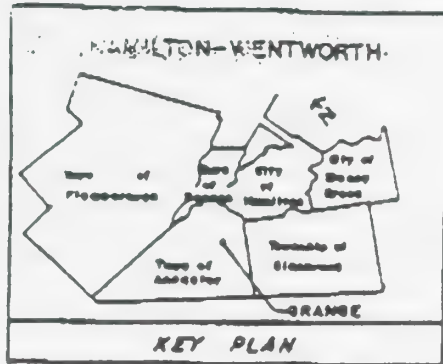
PROCTOR & REDFERN LIMITED


for Robert Steele, M.A., MCIP, RPP
Senior Planner

ID/sv

SV28Vd\98753ltr.doc

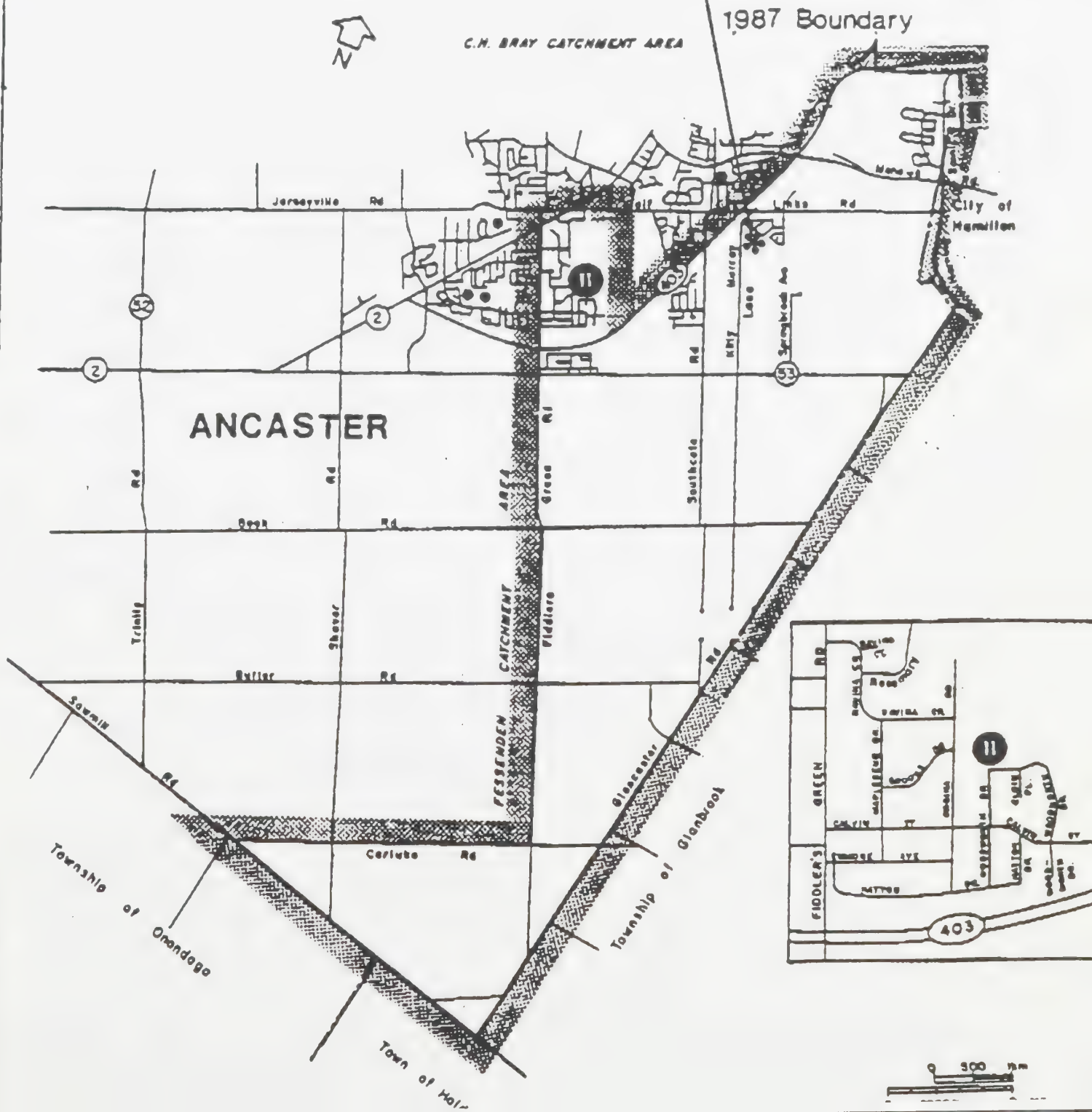
Catchment Area Mapping



- II - Grange Elementary School
306 Woodworth Drive
Ancaster, L9G-2N1

Designated Kitty Murray
Lane Public School Site

1.4



6-8

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office:
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

To: Bob Steele, Senior Planner
Proctor and Redfern Limited

From: Arlene Young, Transportation and Planning Department

Subject: Public School Site - Kitty Murray Lane, Town of Ancaster

Date: April 15, 1998

Please see the attached correspondence dated March 18th and March 23rd, 1998. A draft response should be prepared for Wayne Joudrie and sent to my attention. Give me a call if you have any questions.

Thank you.



/Kitty Murray School Site, 980415

copy: W. Joudrie, Superintendent of Schools

6-9

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office:
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

March 23, 1998

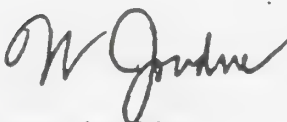
Alec Kelly, Managing Partner
Meadowlands of Ancaster
911 Golf Links Road, Suite 300
ANCASTER. L9K 1H9

Dear Alec Kelly:

This will acknowledge receipt of your letter of March 18, 1998 regarding the reserved public school site on Kitty Murray Lane.

I will forward a copy of this correspondence to the Business Committee of the Board at its next meeting.

Sincerely



Wayne Joudrie
Superintendent of Schools.
/aj

6-10

SEND TO ARLAND YOUNG

MEADOWLANDS

OF ANCASTER

March 18, 1998

MAR 23 1998

Hamilton-Wentworth District School Board
The Memorial Building
357 Wilson Street East
Ancaster, ON L9G 4B7

**Attention: Mr. Wayne Joudrie
Superintendent of Schools**

**Subject: RESERVED PUBLIC SCHOOL SITE
KITTY MURRAY LANE
IN THE MEADOWLANDS OF ANCASTER**

Dear Sirs:

Late in 1997, we had a conversation regarding the intentions of the Wentworth Board as to their plans to erect an Elementary School on the above mentioned site. You had indicated that the Board was in a transitional period of reorganizing and amalgamation. Further, you suggested that there was a very real possibility that no school would be built on the site and as a result it could be considered redundant.

At this time, we would appreciate hearing from the Board of its intentions as the property was set aside several years ago at the request of your Board as a possible Elementary School site. In fairness to our Company, we would appreciate hearing the Official Board Position as soon as possible. It is our intention to submit a draft plan for a residential subdivision on this site in the very near future - since it would appear to us that the site will not be purchased by your Board.

A reply at your earliest convenience would be greatly appreciated and, as always, we appreciate you past cooperation.

Yours truly,

MEADOWLANDS OF ANCASTER


Alec Kelly
Managing Partner

6-11



PROCTOR & REDFERN LIMITED

May 7, 1998

EO 98753

Mrs. Arlene Young
 Manager, Transportation and Planning
 The Hamilton-Wentworth District School Board
 The Memorial Building
 357 Wilson Street East
 Ancaster, Ontario
 L9G 4B7

Dear Mrs. Young

Hamilton-Wentworth District School Board's Objections to the Following Development Applications:

1. Lake Vista Estates (25T-95006R)
2. Lake Vista Estates West (25T-97018)
3. Lake Vista Estates East (25T-97019)
4. The Estates of Fifty Point Marina (25T-97008)
5. Highland Heights (25T-97017)

INTRODUCTION

At its meeting of March 26, 1998, The Hamilton-Wentworth District School Board did not accept Proctor & Redfern's recommendations for the above-noted development applications and passed a resolution to formally object to their approval. Proctor & Redfern was requested to provide further information on this matter.

The nature and potential impact of these development applications is summarized below:

Name	Projected # of Units	Impact on School Catchment Area	Previous Position Taken by Board	Rationale
1. Lake Vista Estates (including West and East) subdivision and zoning applications	113 single detached	Would require 31 K-8 students to be accommodated at Winona Elementary School (insufficient capacity) and 11 9-OAC students to Orchard Park	Not Object	- Trillium Elementary School site available - EDCs would generate approximately \$83,000

Professional Consulting Services

642

Name	Projected # of Units	Impact on School Catchment Area	Previous Position Taken by Board	Rationale
		Secondary School (sufficient capacity)		
2. Fifty Point Marina subdivision application	25 single detached	Would require 7 K-8 students to be accommodated at Winona Elementary School (insufficient capacity) and 3 9-OAC students at Orchard Park Secondary school (sufficient capacity)	Not Object	- Trillium Elementary School site available - EDCs would generate approximately \$18,000
3. Highland Heights subdivision application	12 single detached	Would require 3 K-8 students to be accommodated at Janet Lee Elementary School (sufficient capacity) and 1 9-OAC student at Saltfleet Secondary School (insufficient capacity)	New Application	- Few students projected - Requires re- assessment of catchment area boundaries - EDCs would generate approximately \$9,000

BACKGROUND

Amendments to the Planning Act and decisions of the Ontario Municipal Board (OMB) have limited the Regional Municipality of Hamilton-Wentworth's ability, as the approval authority, to withhold approval of certain development applications, including plans of subdivision. As a result, residential development applications can be refused based on the adequacy of school sites, but not because of the lack of available capacity to accommodate additional students generated by a proposed development.

In addition, the introduction of Educational Development Charges in 1994 enabled the former Wentworth County Board of Education to provide additional pupil places on designated sites and accommodate students in new growth areas within "bricks and mortar" facilities.

Regional planning staff have been supportive of The Board's position with regard to school accommodation and, in most instances, refused to approve contentious development applications that involved land use or overcrowding issues. However, in cases where: (a) a site has been identified, (b) Educational Development Charges are

being collected and (c) capacity can be provided elsewhere within The Board's jurisdiction, it is very unlikely that the Region would uphold The Board's objection to a development application.

In the case of the above applications, all of these conditions can be met. Therefore, although The Board has formally objected, it is unlikely that the Region will refuse to grant approval.

Under the Planning Act, The Board can appeal the Region's decision to approve the development applications to the OMB. If The Board chooses to appeal the matter to the OMB, the likelihood of securing a favourable OMB decision is questionable. In addition, OMB costs could include the OMB prescribed fee (\$125 per application appealed), Regional Administrative Package (\$450 per application), plus legal and consulting costs associated with a possible pre-hearing, mediation, and OMB hearing (ranging from \$2,500 - \$7,500).

IMPLICATIONS - CURRENT, PRE-AMALGAMATION SERVICE AREAS

The Board objected to the above development applications (and others) largely due to site-specific accommodation pressures and funding limitations imposed by the Ministry of Education and Training. Although these are not, strictly speaking, land use issues, they are legitimate concerns.

Overall, based on the 1997 Accommodation Report prepared for the former Wentworth County Board of Education, functional capacity within the City of Stoney Creek exceeds current enrollment. However, enrollment in two schools within Stoney Creek currently exceeds functional capacity, placing them under considerable stress.

Considering potential future elementary student enrollment projections for Stoney Creek, five additional schools (out of the remaining 8) will be subject to the same accommodation pressures in the short to medium term. In the near future, accommodation pressures will also be experienced in Ancaster, Dundas and Flamborough and, to a lesser extent, Glanbrook, assuming the existing catchment area boundaries are maintained.

IMPLICATIONS - POST-AMALGAMATION SERVICE AREAS

Recognizing the difficulty under the Planning Act to restrict growth for non-land use related reasons, The Board has the option of redefining and optimizing its school catchment areas. This option becomes more attractive considering the recent amalgamation of the two former school boards and changes introduced by Bill 160 and the Development Charges Act, 1997.

To be eligible for funding for new school sites (under the new EDC legislation) and school construction costs (under the provincial Pupil Accommodation Grant), a provincial eligibility "trigger" must be met. The Board is eligible to impose EDCs and will qualify for a construction grant (PAG) only if the total enrollment exceeds accommodation capacity for either the elementary or secondary panel, on a board-wide basis.

To satisfy accommodation demands not only in Stoney Creek, but throughout The Board's jurisdiction, a substantial onus is placed on the new District Board to determine its overall enrollment/capacity ratio. This is a mandatory first step to allow The Board to reduce the capacity benchmark and, thereby, increase eligibility for Pupil Accommodation Grants.

Accommodation issues presented by proposed developments in Stoney Creek cannot be effectively resolved in isolation. It would be timely and appropriate for The Board to initiate a study, based on a school-based review area approach, to determine overall accommodation needs arising from new growth occurring across The Board's entire jurisdiction.

RECOMMENDATION

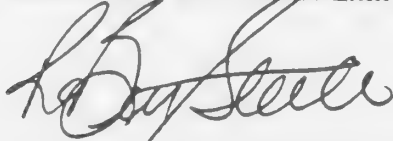
First, with regard to the Stoney Creek development applications, The Board has placed its objections on record. The Board's position will be appropriately considered by the Region. If any or all of the applications are approved, The Board may wish to exercise its right of appeal to the OMB. Based on the rationale for the decision and planning precedent, it is likely that the appeal will be costly and unsuccessful.

Second, it is recommended that an overall Enrollment Integration Study be undertaken. This study would combine the databases of the two former public school boards, review the capacities of existing facilities, update growth projections and identify opportunities to optimize and improve the existing service hierarchy.

A modified version of the 1997 Accommodation Report prepared for the former Wentworth County Board of Education provides a useful and successful model for the study. We would like the opportunity to present our ideas on how this study could be most effectively undertaken and Proctor & Redfern's potential role in its implementation.

Yours very truly

PROCTOR & REDFERN LIMITED



Robert Steele, M.A., M.C.I.P., R.P.P.
Senior Planner

RS/bs

f:\eo\98753\letters\objectns.doc



6-15

The City of Stoney Creek

File Nos. 075-1576, 078-40, 077-162, 177-161, 077-151, 177-163, 075-1579

April 9, 1998

Arlene Young
Transportation and Planning Department
The Hamilton-Wentworth District School Board
357 Wilson Street East
Ancaster ON L9C 4B7

Re: Letter of Objection

Further to your letter dated April 6, 1998, please note the following information:

a. Highland Road

At the request of the applicant only a portion of this application was dealt with by Council. Specifically, the lands on the east side of Third Road West (unopened) and south of Highland Road went to a public meeting on December 4, 1997. Council adopted Zoning By-law No. 4662-97 on December 4, 1997. The appeal period for By-law No. 4662-97 expired on December 29, 1997.

The remaining portion of this application pertains to the area to the west of the Third Road West (unopened). This application includes an Official Plan amendment and Zoning By-law amendment and has not been re-scheduled for a public meeting. It should be noted that should the Board wish to object to this portion of the application, it should be done during the appeal period. The City will give the Hamilton-Wentworth District School Board notice of the public meeting and notice of adoption of the By-law. Notice of adoption of the Official Plan amendment will be given by the Regional Environment Department.

b. Southwood on the Park - Draft Plan of Condominium

This application has been draft plan approved by the Commissioner of the Regional Environment Department. Notice of intent to draft plan approve was dated February 3, 1998 and the last day of appeal was February 23, 1998.

The draft plan of condominium was forwarded to the Land Registry Office by the Region on March 24, 1998 for registration.

You may wish to contact the Regional Environment Department to obtain the status of this.

c. Lake Vista Estates, Lake Vista Estates West, Lake Vista Estates East and Highland Heights

These subdivision and zoning applications are scheduled for consideration at the May 14, 1998 public meeting of the City's Planning Committee. Should Planning Committee approve these applications, they will be forwarded to Council on May 26, 1998.

The Regional Environment Department will circulate notice of intention to draft approve the subdivisions which will also identify the last day for appeal.

City Council will not deal with the Zoning By-laws related to these subdivisions until they have been draft plan approved by the Regional Environment Department. Notice of passage of the Zoning By-laws will be sent to Board stipulating the last day for appeal.

I hope that the information contained in this letter helps to resolve some of the Boards concerns. We would, of course, be willing to meet with the School Board staff in an attempt to resolve any issues as we are concerned about the substantial costs involved if an Ontario Municipal Board Hearing is necessary.

Should you have any questions, please contact me at Extension 314.


Steven C. Miazga, M.C.I.P., R.P.P.
Manager of Development Control

ad

Copy to:

R. Marini
G. Paparella
K. Waters, Superintendent of Schools
R. Steele, Proctor & Redfern Ltd.

6-17
THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office: ✓
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

April 14, 1998

Ron Marini, Director of Planning
The City of Stoney Creek
777 Highway No. 8, Box 9940
Stoney Creek, Ontario
L8G 4N9

Re: Zoning Bylaw Amendments and Draft Plan of Subdivisions

Dear Ron Marini:

At the meeting held on March 26, 1998, The Hamilton-Wentworth District School Board passed a resolution which objected to development approvals within the City of Stoney Creek that could affect schools that have reached or exceeded student capacity.

Based on this resolution, staff will object to the following proposed zoning bylaw amendments and draft plans of subdivision.

1. Lake Vista Estates (25T-95006R)
2. Lake Vista Estates West (25T-97018)
3. Lake Vista Estates East (25T-97019)
4. The Estates of Fifty Point Marina (25T-97008)
5. Highland Heights (25T-97017)

The staff recommendation to object based on the March 26th Board resolution will be further reviewed by Proctor and Redfern Limited. The recommended action plus the planner's report will be presented to the Board for review and a resolution. A copy of this resolution will be sent to you following the Board meeting. Note that the staff objection should be filed pending review by the Board which may take place after the public meetings scheduled for May 14, 1998.

Please call me if you have any questions.

Yours very truly,



Arlene Young,
Transportation and Planning Department

/Stoney Creek Development, 980414
copy: S. Miazga, City of Stoney Creek
G. Paparella, Regional Municipality of Hamilton-Wentworth
K. Waters, Superintendent of Schools
R. Steele, Proctor and Redfern Limited



PROCTOR & REDFERN LIMITED



March 27, 1998

EO 98753

Mrs. Arlene
Young
Manager of Transportation & Planning
The Hamilton-Wentworth District School Board
357 Wilson Street East
Ancaster, Ontario
L9G 4B7

Dear Mrs. Young

**Comments on the Draft Plan of Subdivision
"Southampton Estates", (25T-98002)
Glanbrook**

As requested, we have reviewed the Draft Plan of Subdivision "Southampton Estates" within Glanbrook and recommend that The Hamilton-Wentworth District School Board **not object** to it for the following reasons:

- The Mount Hope Urban Settlement Area Secondary Plan which includes the area covered by this Draft Plan was reviewed and supported by the former Wentworth County Board of Education.
- The amalgamation of the two former public boards serving Hamilton-Wentworth provides a number of student accommodation opportunities for Glanbrook that should be investigated as a means of maximizing existing Board resources and minimizing future expenditures.
- The Board could receive up to nearly \$300,000 in Education Development Charges from the proposed development that can be put towards accommodating anticipated students.

LOCATION AND DESCRIPTION OF THE DRAFT PLAN

Location	Number/Type of Units Proposed	Affected Schools
Part of Lot 5, Concession 5, Mount Hope, Glanbrook (see attached map)	258 detached, 107 street and block townhouses, and 38 apartments	Mount Hope (K-8) Ancaster High (9-OAC)

HISTORY OF THE DRAFT PLAN OF SUBDIVISION

The Plan of Subdivision represents a new application and as such has not been previously reviewed by The Board. However, the former Wentworth County Board of Education did review the draft secondary plan for the Mount Hope Urban Settlement Area in 1994 which includes the area covered by the Draft Plan. The following conclusions were made from that review:

- The Mount Hope Elementary School would eventually serve only the Mount Hope Urban Settlement Area.
- The elementary students from outside the Mount Hope Urban Settlement Area including those from the North West Glanbrook Urban Settlement Area would attend a new school built in North West Glanbrook. The school site has already been designated for The Board.
- The Board would require at least one new public elementary school site in the Mount Hope Urban Area if it was ever expanded beyond its current boundaries.

WHY THE BOARD SHOULD NOT OBJECT TO THIS DRAFT PLAN**Anticipated Number of Students**

The following number of students are anticipated in the future from the Draft Plan:

- Mount Hope - 139
- Ancaster High - 40

Current Situations at the Two Schools***Mount Hope***

The functional midpoint FTE capacity of Mount Hope Elementary School is currently exceeded, but there may be some limited student space available depending upon school and program needs as outlined in the following table.

Current Enrolment ²	No. Portable/ Portapak Classrooms	Functional Capacity ¹			Remaining Functional Capacity		
		Midpoint FTE	Low FTE	High FTE	Midpoint FTE	Low FTE	High FTE
372	3	362.7	351.8	373.6	0.0	0.0	1.6

¹ The Wentworth County Board of Education, capacity summary as of October 31, 1997. The Midpoint FTE (full-time equivalent) figure is based on a set of functional capacity criteria. The Low FTE and High FTE represent a \pm 3% range reflecting school accommodation and program needs. As a result, circumstances at the school level are more accurately stated than assuming functional capacity equal to 80% of Ministry capacity as was done previously.

² Mr. Elio Dicienzo, The Hamilton-Wentworth District School Board, March 25, 1998.

6-20

Ancaster High

Significant accommodation space is currently available at Ancaster High Secondary School for extra students as indicated in the following table.

Current Enrolment ²	No. Portable/ Portapak Classrooms	Functional Capacity ¹			Remaining Functional Capacity		
		Midpoint FTE	Low FTE	High FTE	Midpoint FTE	Low FTE	High FTE
1420	0	1594.0	1546.2	1641.8	174.0	126.2	221.8

Accommodation of Anticipated Students

Mount Hope Elementary School cannot currently accommodate the anticipated students from the Draft Plan of Subdivision. Ancaster High School, on the other hand, should be able to accommodate the expected students from the Draft Plan as illustrated in the table below.

School	Current Surplus/Deficit in Student Spaces	Anticipated Number of Students from the Draft Plan	Future Surplus/Deficit in Student Spaces
Mount Hope	-9.3 (-20.2 to +1.6)	139	-148.3 (-159.2 to -137.4)
Ancaster High	+174.0 (+126.2 to +221.8)	40	+134.0 (+86.2 to +181.8)

Future Development Impacts on Mount Hope Elementary School

Mount Hope Elementary School can expect additional students from other new developments in the near future (see table below). Consequently, the school will continue to experience accommodation pressures over the next few years.

School	Current Surplus/Deficit in Student Spaces	Anticipated Number of Students from the Draft Plan	Potential Future Enrolment (Short/Medium Terms) ³	Future Surplus/Deficit in Student Spaces
Mount Hope	-9.3 (-20.2 to +1.6)	139	91	-239.3 (-250.2 to -228.4)

³ Proctor & Redfern Limited, *The Wentworth County Board of Education 1997 Accommodation Report (Final)*, December 1997. Short term is defined as currently registered plans of subdivision and medium term is defined as presently draft approved plans of subdivision.

The pressures on Mount Hope School are the result of Mount Hope and North-West Glanbrook being developed. As mentioned, an elementary school site has been designated for The Board in North-West Glanbrook (not presently owned) to accommodate students from it.

However, the close proximity of upper Hamilton provides The Board with opportunities for accommodating potential future students from Glanbrook. The District Board should consider the relative merits of developing the designated school site in North-West Glanbrook or incorporating the North-West Glanbrook area into an expanded catchment area associated with an existing school in Hamilton.

Likewise, The Board presently buses additional elementary students generated from new residential development in Mount Hope's catchment area (Twenty Road east of Springside Drive) to Bell-Stone for kindergarten to grade six. An assessment of the merits of continuing this practice should also be undertaken. These opportunities should be explored in greater detail to maximize existing Board resources and minimize future expenditures.

Educational Development Charges

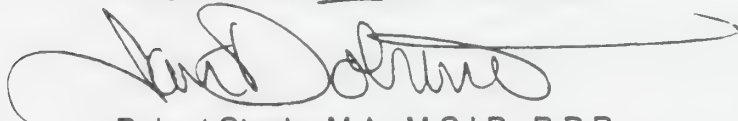
Under the former Wentworth County Board of Education's Education Development Charges (EDC) By-Law, the District Board will receive \$737.00/unit in EDCs for each building permit issued before March 31, 1999 to help offset the cost of accommodating the students from the Draft Plan. If all building permits are issued for the 403 units before March 31, 1999, then The Board can expect nearly \$300,000.

However, after March 31, 1999, the existing EDC By-Law becomes inoperative and collection can no longer occur. Therefore, in order to acquire and service new sites, The District Board will have to establish a new EDC By-Law. However, since construction costs will no longer be covered by EDCs, the new rate will be markedly lower.

Please contact me if you have any questions or comments on the preceding information.

Yours very truly

PROCTOR & REDFERN LIMITED



Robert Steele, M.A., M.C.I.P., R.P.P.
Senior Planner

ID/bs
Encl.

c: Mr. Guy Paparella, Region of Hamilton-Wentworth
Mr. Morgan Pirie, Township of Glanbrook

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6-22
THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N-3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

March 9, 1998

Guy Paparella, Director - Development
The Reg. Munc. of Hamilton-Wentworth
Regional Environment Department
35 King Street East, Main Floor
Hamilton, Ontario
L8N 4A9

Re: Draft Plan 25T-98002, "Southampton Estates"

Dear Guy Paparella:

Proctor and Redfern Limited will review the above noted draft plan of subdivision on behalf of the Hamilton-Wentworth District School Board.

Proctor and Redfern Limited will be directed to send a copy of their draft report to your attention prior to the 45 day commenting deadline. The draft report will be reviewed by the appropriate committee at an upcoming meeting. Any change to the report or recommended action(s) will be forwarded to your attention.

Feel free to contact me if you have any questions or concerns.

Yours very truly,



Arlene Young,
Transportation and Planning Department

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Educational Development Charges

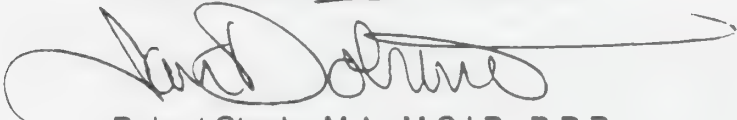
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Yours very truly

PROCTOR & REDFERN LIMITED



Robert Steele, M.A., M.C.I.P., R.P.P.
Senior Planner

ID/bs
Encl.

c: Mr. Guy Paparella, Region of Hamilton-Wentworth
Mr. Morgan Pirie, Township of Glanbrook

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6-22

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

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P.O. Box 2558
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March 9, 1998

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Feel free to contact me if you have any questions or concerns.

Yours very truly,



Arlene Young,
Transportation and Planning Department

/Southampton Estates, 980309
copy: R. Steele, Proctor and Redfern Limited

6-23



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Environment Department
35 King Street East - Main Floor
Hamilton, ON L8N 4A9

Phone (905) 546-4186
Fax (905) 546-4364

March 2, 1998

File No.: 25T-98002

Mrs. Arlene Young
Manager of Transportation and Planning
Wentworth County Board of Education
357 Wilson Street East
Ancaster, Ontario
L9G 4B7

Dear Mrs. Young:

Re: File No.: 25T-98002
Subdivision Name: "Southampton Estates"
Owner: Kaytor Developments Limited and Lena Marie Kaytor
Surveyor: A. T. McLaren Ltd.
Location: Lot 5, Conc. 5, in the Township of Glanbrook

The attached draft plan has been submitted to the Region for approval. Please note that this application is being processed under the provisions of the Planning Act, as amended by Bill 20. The Act requires that a decision on draft approval be made by May 28, 1998. We request that you consider the proposed development in view of your requirements and the requirements of Section 51 of the Planning Act and return your comments, recommendations or modifications within forty-five days to this Department.

Notwithstanding the above, even if you have no comments or objections, we would appreciate notification to this effect as soon as possible. A public meeting will be held no later than May 14, 1998.

Would you please provide Mr. Morgan Pirie, Planning Consultant for the Township of Glanbrook, with a copy of your response.

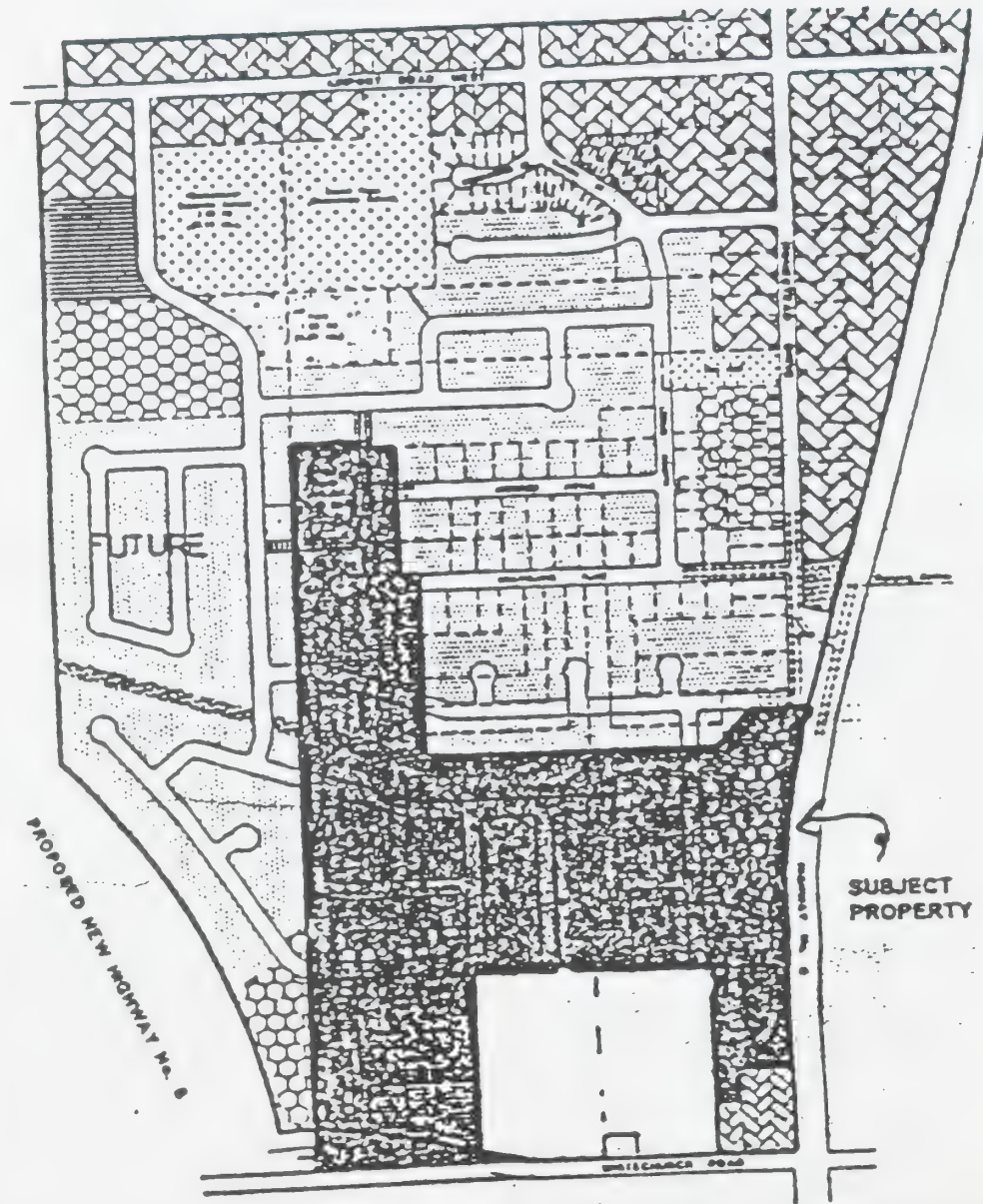
If you have any questions concerning this application, please contact Raymond Lee at (905) 546-4196 or Al Glazebrook at (905) 546-4292.

Yours truly,

Guy Paparella, M.C.I.P., R.P.P.
Director - Development
Regional Environment Department

6-24

KEY PLAN



SCALE: 1:10,000

6-25
THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N-3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

March 10, 1998

Steven Miazga,
Manager of Development
The City of Stoney Creek
777 Highway 8, P.O. Box 9940
Stoney Creek, Ontario
L8G 4N9

Re: Draft Official Plan Amendment - Nash Neighbourhood

Dear Steven Miazga:

Pursuant to our telephone conversation and your facsimile dated March 9, 1998, Proctor and Redfern Limited will review the draft official plan amendment for the Nash Neighbourhood.

Initially, Proctor and Redfern Limited will prepare a summary report for staff. A meeting can then be arranged between the City of Stoney Creek and the school boards to discuss needed changes or further requirements. A formal report will be prepared for review by the Board upon release of the proposed final official plan amendment. Proctor and Redfern Limited will be directed to send a copy of the staff report to your attention as soon as possible.

Feel free to contact me if you have any questions.

Yours very truly,



Arlene Young,
Transportation and Planning Department

6-26



The City of Stoney Creek

File No. CD.03.NAS

March 6, 1998

Arlene Young
The Hamilton-Wentworth District School Board
357 Wilson St. E.
Ancaster ON L9G 2C1

Re: Nash Neighbourhood Plan

Attached is a draft copy of the Nash Official Plan Amendment and a copy of the Nash Neighbourhood Plan for your review. Our office will be contacting you in the near future to set up a meeting to hear your comments.

If you have any further questions, please call me at Extension 314.

A handwritten signature in cursive script that reads "S. Miazga".

Steven C. Miazga, M.C.I.P., R.P.P. /A.B.
Manager of Development Control

ad

Attachments

6-26



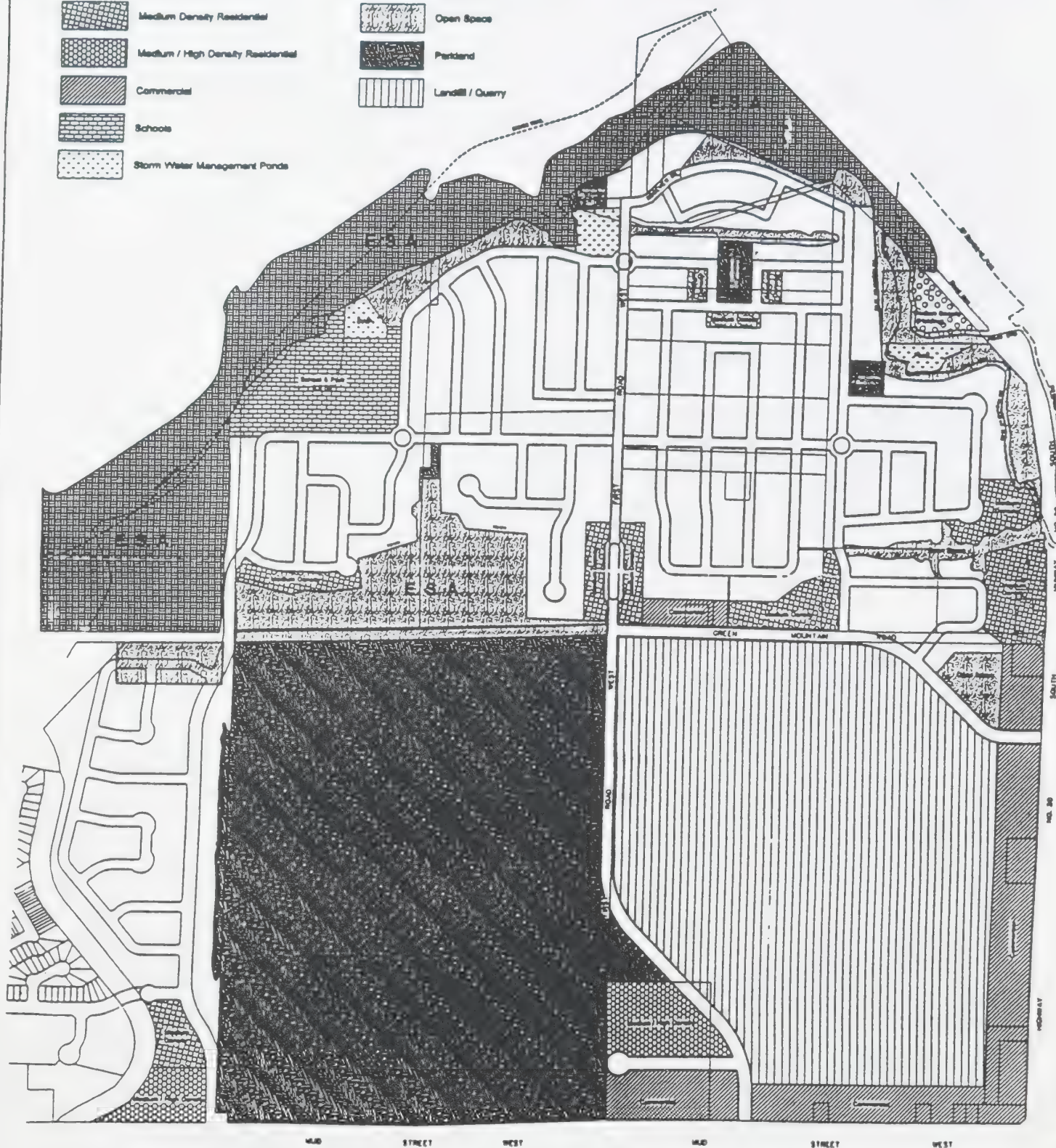
Nash Neighbourhood

nashbase.dgn

DRAFT : For Discussion Purposes Only

LEGEND

	Low Density Residential		Escarpment Natural Area
	Medium Density Residential		Open Space
	Medium / High Density Residential		Parkland
	Commercial		Landfill / Quarry
	Schools		
	Storm Water Management Ponds		





PROCTOR & REDFERN LIMITED



April 14, 1998

EO 98753

Mrs. Arlene Young
 Manager, Transportation & Planning
 The Hamilton-Wentworth District School Board
 357 Wilson Street East
 Ancaster, Ontario
 L9G 4B7

Dear Mrs. Young

Comments on the Land Severance Application 45 Sulphur Springs Road, Ancaster

As requested, we have reviewed the Land Severance Application for 45 Sulphur Springs Road in Ancaster (see attached map) and recommend the following:

- The Board should request that the Regional Land Division Committee defer their decision on this application until such time as a number of issues are satisfactorily addressed. These issues include:
 - Sub-standard municipal road right-of-way width. Based on the application's sketch, it appears that the road right-of-way for Queen Street (entrance to The Board's Satellite Office at 357 Wilson Street East) is only 15.243 m or 50.0 feet. The standard right-of-way for a municipal road is 20.0 m or 66.0 feet.
 - Poor existing road surface on Queen Street including asphalt and drainage deficiencies. Installing services to the severed residential lots will create problems during road restoration. Therefore, it is important that the road restoration adequately takes into account the current poor road surface condition.
 - Potential impacts to the abutting Board Satellite Office property relating to lot grading and drainage.

The Town of Ancaster is also requesting a deferral of decision for similar reasons.

6-28


Mrs. Arlene Young
Page 2

EO 98753
April 14, 1998

Please contact me if you have any questions or comments on the preceding information.

Yours very truly

PROCTOR & REDFERN LIMITED

for 
Robert Steele, M.A., MCIP, RPP
Senior Planner

ID/sv
Encl.

SV27\id\98753ltr.doc

6-30

MAR 27 1998



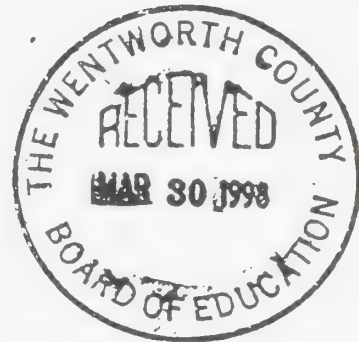
THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Environment Department
Land Division Committee
35 King Street East
Hamilton, ON L8N 4A9

APR 14 1998 - Transp

Phone (905) 546-4144
Fax (905) 546-2798

March 26, 1998



Dear Home Owner/Occupant:

SUBJECT: Application No: A-6-98 & A-7-98
Owner: Phyllis J. Brown
Premises: 45 Sulphur Springs Road, Town of Ancaster

Please be advised that the Land Division Committee for the Region of Hamilton-Wentworth will be considering the attached application at a hearing to be held on **TUESDAY, April 14, 1998** at 1:30 p.m., in the Board Room, located on the 4th floor, of The Right House, 35 King Street East, Hamilton, Ontario.

Comments from the various agencies circulated and any other interested parties are reviewed by the Committee prior to making a decision.

If a person or public body files an appeal of a decision of the Regional Land Division Committee but does not make written submission to the Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

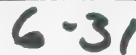
If you wish to be notified of a decision of the Regional Land Division Committee in respect of the proposed consent, you must make a written request to the Regional Land Division Committee, 35 King Street East, Hamilton, Ontario L8N 4A9.

If you require any further information, please do not hesitate to contact this office.

Yours truly,

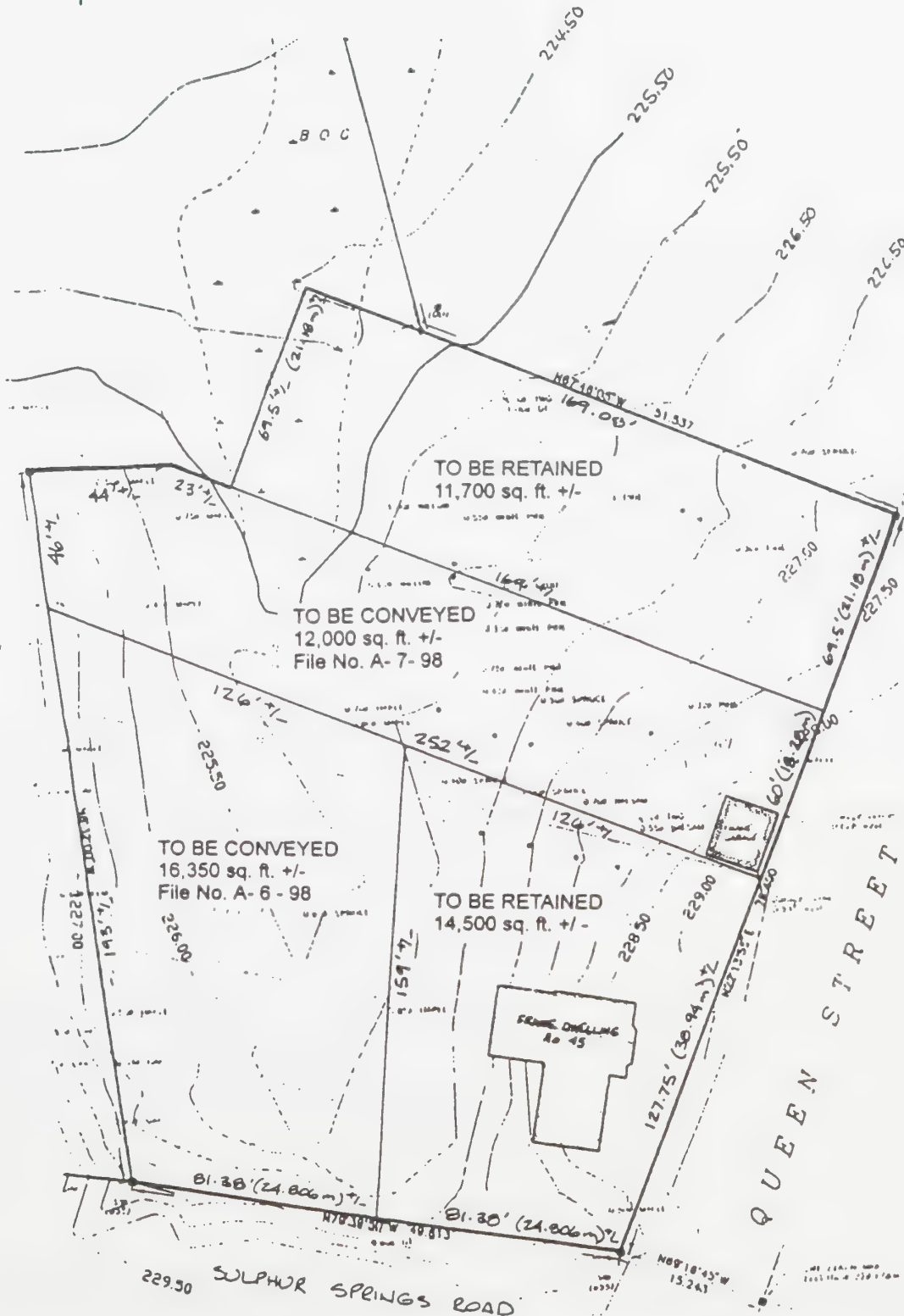
Guy Paparella, M.C.I.P., R.P.P.
Secretary-Treasurer

GP/cc
Attach.



FILE No: A-6-98
A-7-98
DATE: March 18, 1998
SCALE: N.T.S.

Page 2 of 2



6-32



PROCTOR & REDFERN LIMITED

May 5, 1998

EO 98753

Mrs. Arlene Young
Manager, Transportation & Planning
The Hamilton-Wentworth District School Board
357 Wilson Street East
Ancaster, Ontario
L9G 4B7

Dear Mrs. Young

Review of the Site Plan for "Governor's Gate", Dundas

As requested, we have reviewed the site plan submitted for the condominium development "Governor's Gate" in Dundas. Based on our review, we recommend that The Hamilton-Wentworth District School Board issue a letter to the Region of Hamilton-Wentworth stating that The Board's approval condition has been satisfied.

Previous Comments

On behalf of The Board, we reviewed the "Governor's Gate" condominium development when it was first circulated in June 1997. Since the development is situated next to The Board's designated school site "Highland Hills", we recommended that The Board request and review the site and grading drawings to ensure future surface water flows from the development would not impact the site. This recommendation was attached as a condition of approval which needs to be cleared in order to have the development registered.

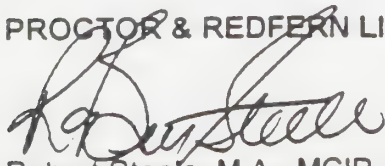
Review of Site Plan

The site plan was reviewed by Proctor & Redfern's engineering staff who concluded that the site grading and stormwater management will not negatively impact the designated school site.

Please contact me if you have any questions or comments on the preceding information.

Yours very truly

PROCTOR & REDFERN LIMITED



Robert Steele, M.A., MCIP, RPP
Senior Planner

ID/sv

SV28Vid\98753.doc

Professional Consulting Services



6-33
THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Environment Department
35 King Street East - Main Floor
Hamilton, ON L8N 4A9

Phone (905) 546-4186
Fax (905) 546-4364

6 May 1998

File No.: 25CDM-97007

Mrs. Arlene Young
Transportation & Planning Dept.
Hamilton-Wentworth District School Board
357 Wilson Street East
ANCASTER, Ontario
L9G 4B7

Dear Mrs. Young:

Re: File No.: 25CDM-97007
 Condominium Name: "Governor's Gate"
 Owner: Governor's Gate Developments Inc.
 Surveyor: David B. Searles
 Location: Part of Lot 46, Conc. 1, Town of Dundas

The above draft plan of Condominium has been approved by the Commissioner of the Regional Environment Department; a copy of the conditions of approval is attached hereto.

Please inform us as soon as the owner has carried out those conditions which must be arranged directly with the municipality or other authority which you represent. This is necessary before the final plan of Condominium can be approved for registration.

A concise and complete statement is required indicating how each of the conditions with which you are concerned has been satisfied.

Yours truly,

Guy Paparella, M.C.I.P., R.P.P.
Director - Development
Regional Environment Department

/ll

Attach.

Condos.Ltr\May.98\Dir
CDM97007

SCHEDULE 1

As authorized by-law No. R95-041, I, J.D. Thoms, hereby approve draft plan of condominium by Governor's Gate Developments Incorporated, owner, in the Town of Dundas, under Regional File No. 25CDM-97007 "Governor's Gate", subject to the following conditions (1) to (11):

- (1) That this approval apply to the plan prepared by David B. Searles Surveying Limited, and certified by David B. Searles, an Ontario Land Surveyor on October 16, 1997 showing forty (40) condominium townhouse units;

The Town of Dundas

- (2) That the owner submit to the Town, a surveyor's certificate verifying that all the requirements of the zoning by-law have been met;
- (3) That the owner satisfy all the financial requirements of the Town of Dundas;
- (4) That the owner provide an inventory of all outstanding works from the site plan agreement, an estimate of the cost of completion and provide a letter of credit for any items exceeding the current letter of credit, prepared by the Engineer of Record for the site;
- (5) That the owner provide certification that all outstanding invoices related to the site plan have been paid or appropriately handled.

Regional Environment Department - Development Division

- (6) The owner must provide proof, satisfactory to the Commissioner of Regional Environment Department or his designate that the sanitary sewer that services the lands to the west through the subject property, meets or exceeds Regional standards.
- (7) The Region requires a 9m easement over the sanitary sewer that services the lands to the west through the subject property.
- (8) The owner must satisfy all requirements, financial and otherwise of the Region prior to the development of any portion of these lands.

Canada Post

- (9) That the owner agrees to provide Canada Post facilities as required by Canada Post Corporation and to locate these facilities to the satisfaction of the Town of Dundas and

6-37

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N-3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

March 24, 1998

Patricia Sweeney, Clerk-Treasurer
Town of Ancaster
300 Wilson Street East
Ancaster, Ontario
L9G 2B9

Re: Zoning Bylaw Amendment - 33 Wilson Street West

Dear Patricia Sweeney:

Staff representing the Hamilton-Wentworth District School Board have reviewed the proposed amendment for 33 Wilson Street West.

The amendment will allow a reduction in the rear yard setback from 7.5 metres to 6.5 metres and a reduction in the setback between a driveway and a side lot line from 6.0 metres to 0.6 metres. Staff will recommend that the Board not object to this proposal. Any change to the recommended action will be forwarded to you following the Board meeting.

Feel free to contact me if you have any questions. Correspondence should be directed to my attention at the Memorial Building, 357 Wilson Street West, Ancaster L9G 4B7.

Yours very truly,



Arlene Young,
Transportation and Planning Department

TOWN OF ANCASTER

NOTICE OF PUBLIC MEETING

Pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, the Council of the Corporation of the Town of Ancaster is holding a public meeting to consider modifications to the Zoning Amendment Application submitted by Planning & Engineering Initiatives on behalf of Imperial Oil (Owner) to amend Zoning By-Law No. 87-57 of the Town of Ancaster. The application applies to lands referred to as Lot 42, Concession 3, being situated on the north side of Wilson Street, west of Fiddler's Green Rd., known municipally as 33 Wilson Street West (Schedule 1). The subject property is 0.205 ha. (0.505 ac.) in size.

PURPOSE AND EFFECT:

The Zoning Amendment Application proposes to amend the Motor Vehicle Services "C6" Zone to permit the following:

- 1) a reduction to the proposed rear yard setback from 7.5 metres to 6.5 metres; and,
- 2) a reduction in the setback between a driveway and a side lot line from 6.0 metres to 0.6 metres.

The original redevelopment proposal included the drive-through car wash and 93 sq. m (1,000 sq. ft.) convenience store/gas station kiosk. The existing service and repair garage was proposed to be closed. This proposal was considered by Ancaster Town Council at the August 18, 1997 Public Meeting.

Since that Meeting the applicant has revised the redevelopment plan by eliminating the cash wash facility and increasing the size of the convenience store/gas station kiosk to 134.4 sq.m (1,447 sq. ft.). The existing service and repair garage would still be eliminated under the revised development proposal. The revised plan was subsequently brought forward to Ancaster Town Council at the March 2, 1998 Committee of the Whole Meeting. At that meeting Council resolved to have the revised proposal considered at a second Public Meeting.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment. If a person or public body that files an appeal of the decision of the Town of Ancaster in respect of the proposed zoning by-law does not make oral submissions at the public meeting or make written submissions to the Town of Ancaster before the proposed zoning by-law is adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

If you wish to be notified of the adoption of the proposed Zoning By-law Amendment you must make a written request to the Town of Ancaster, 300 Wilson Street East, Ancaster, Ontario, L9G 2B9 c/o the Clerk-Treasurer.

Additional information relating to the proposed Zoning By-law Amendment is available between 9:00 a.m. and 5:00 p.m. from the Town of Ancaster Planning and Building Department in the Municipal Office Building at 300 Wilson Street East, Ancaster, or call (905) 648-4447 (contact: Charles McConnell - Senior Planner). When referring to this proposal, please quote Planning Division Zoning Amendment File No. ZB-97-11.

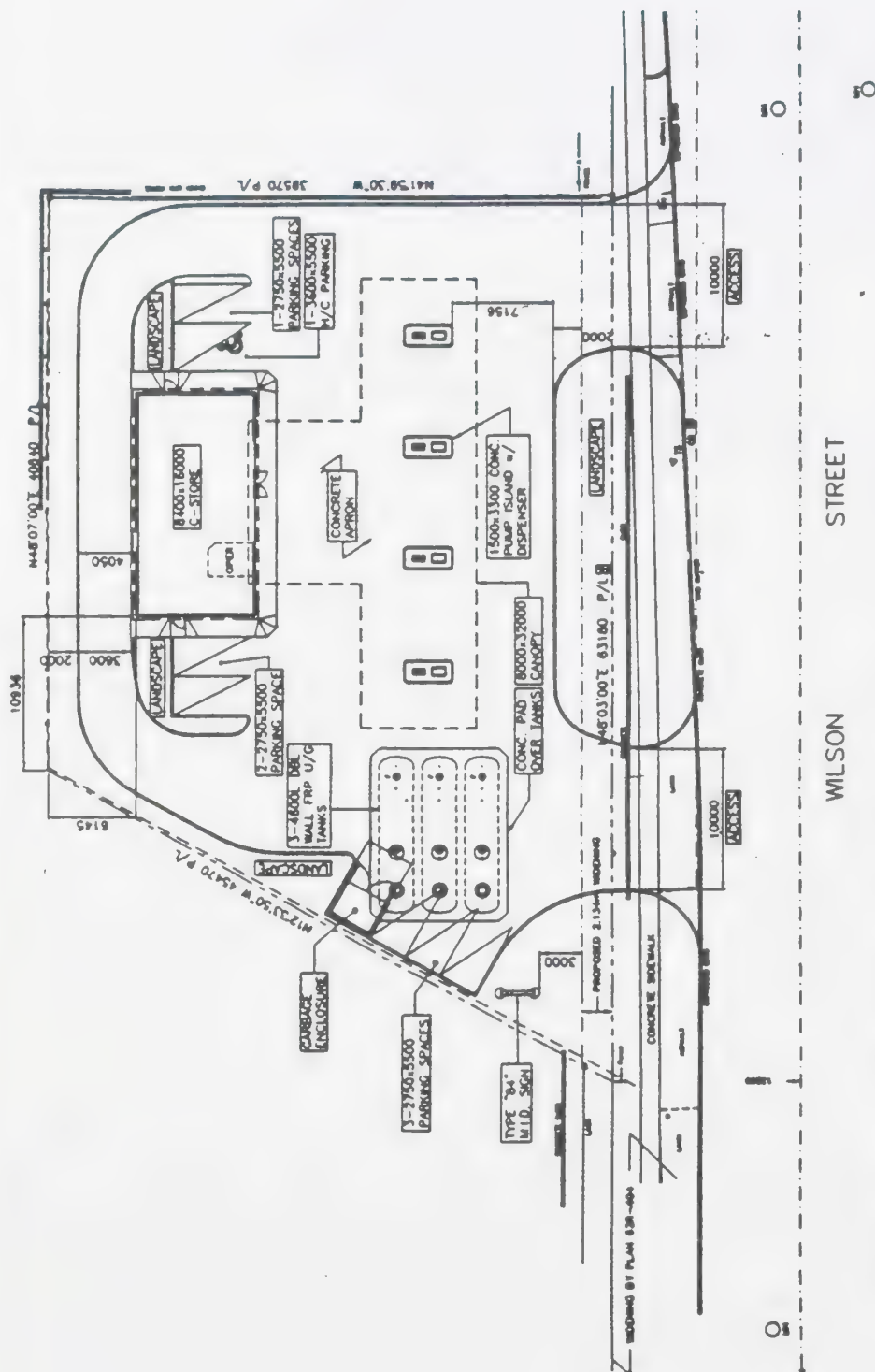
There are no other applications submitted to the Town of Ancaster which relate to the subject lands..

Details of the meeting are as follows:

DATE:	MONDAY, APRIL 6, 1998
TIME:	7:00 P.M.
LOCATION:	TOWN HALL, COUNCIL CHAMBERS, 300 WILSON STREET EAST, ANCASTER.

Dated at the Town of Ancaster this 16th day of March, 1998.

Patricia Sweeney
Clerk-Treasurer
Town of Ancaster
300 Wilson Street East
Ancaster, Ontario,
L9G 2B9



SCHEDULE 2
IMPERIAL OIL
REVISED ESSO GAS STATION
CONCEPT PLAN

LEGEND



N.T.S.

FILE NUMBER

ZB-97-11

**TOWN OF ANCASTER
PLANNING & BUILDING
DEPARTMENT**

FEBRUARY 1998

6-41
TOWN OF ANCASTER

NOTICE OF PUBLIC MEETING

Pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, the Council of the Corporation of the Town of Ancaster is holding a public meeting to consider an application for Braun Nurseries, to amend Zoning By-Law No. 87-57 of the Town of Ancaster. The application applies to lands referred to as Part of Lot 45, Concession 6, being situated on the west side of Glanaster Road, north of Carluke Road (Schedule 1).

PURPOSE AND EFFECT:

The purpose of the application is to have the existing use on the property recognized in the Zoning By-law. This would then allow for the expansion of the basket making and moss products aspects of the nursery. Specifically, the expansion will involve moving the basket making operation into a proposed 1700 sq. m (18,299 sq. ft.) new building. Further, the moss products operation would be expanded within the existing 1,104 sq. m (11,883 sq. ft.) building.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment. If a person or public body that files an appeal of the decision of the Town of Ancaster in respect of the proposed zoning by-law does not make oral submissions at a public meeting or make written submissions to the Town of Ancaster before the proposed zoning by-law is adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

If you wish to be notified of the adoption of the proposed Zoning By-law Amendment you must make a written request to the Town of Ancaster, 300 Wilson Street East, Ancaster, Ontario, L9G 2B9 c/o the Clerk-Treasurer.

Additional information relating to the proposed Zoning By-law Amendment is available between 9:00 a.m. and 5:00 p.m., Monday to Friday, from the Town of Ancaster Planning and Building Department in the Municipal Office Building at 300 Wilson Street East, Ancaster, or call (905) 648-4447 (contact: Charles McConnell - Senior Planner). When referring to this proposal, please quote Planning Division Zoning Amendment File No. ZB-98-03.

There have been no other applications submitted to the Town of Ancaster which relate to the subject lands.

Details of the meeting are as follows:

DATE:	WEDNESDAY, MAY 20, 1998
TIME:	7:00 P.M.
LOCATION:	TOWN HALL, COUNCIL CHAMBERS, 300 WILSON STREET EAST, ANCASTER.

Dated at the Town of Ancaster this 30th day of April, 1998.

Patricia Sweeney
Clerk-Treasurer
Town of Ancaster
300 Wilson Street East
Ancaster, Ontario,
L9G 2B9

No impact, comment unnecessary
5/12/98

6-42

SCHEDULE 1

BRAUN NURSERIES
LOCATION MAP

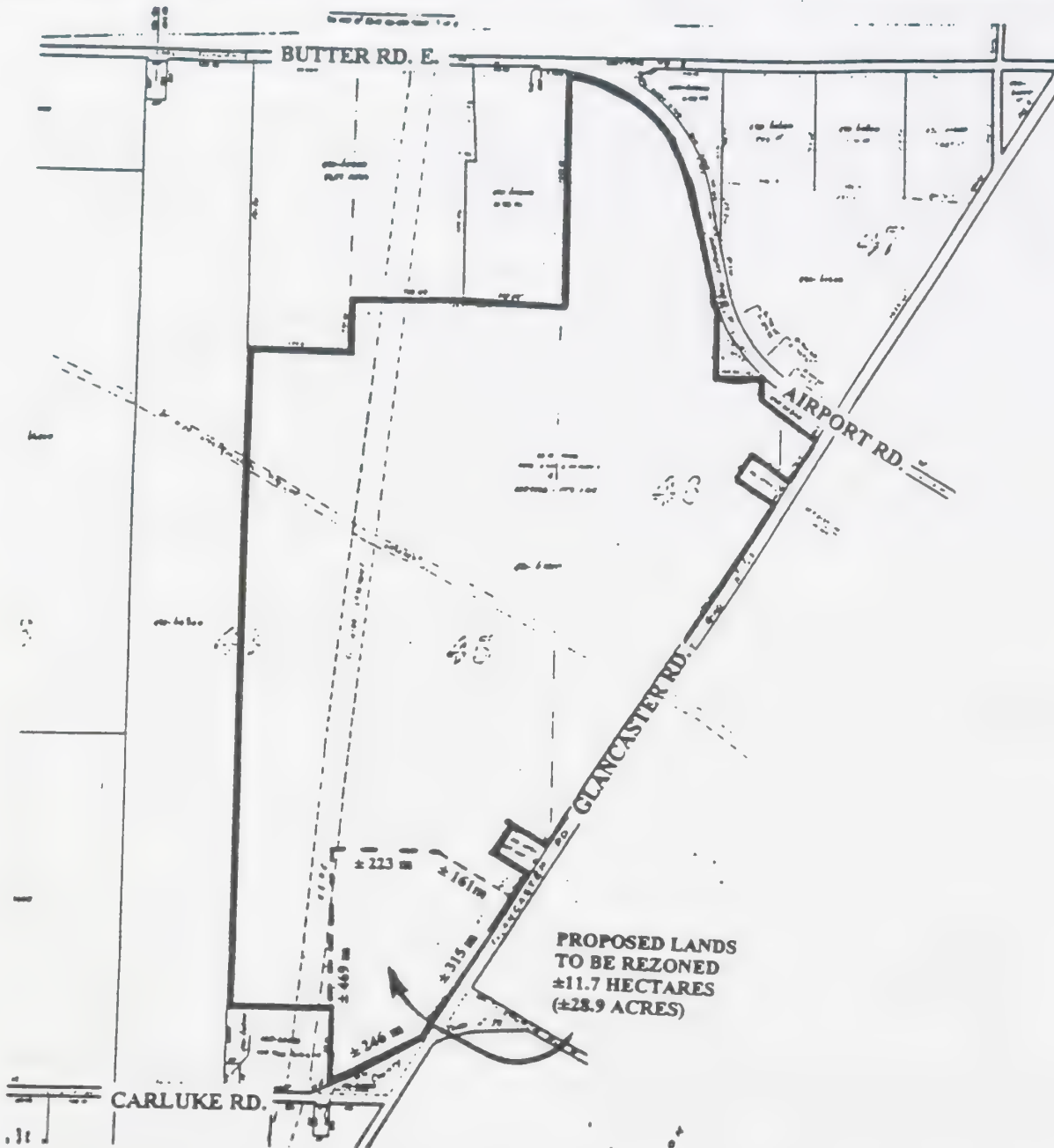


SUBJECT
LANDS

LEGEND



N.T.S.



FILE NUMBER

ZB-98-03

DATE

APRIL 1998

TOWN OF ANCASTER
PLANNING & BUILDING
DEPARTMENT



6-43
TOWN OF FLAMBOROUGH

PUBLIC MEETING CONCERNING
PROPOSED ZONING BY-LAW AMENDMENT
AND OFFICIAL PLAN AMENDMENT

APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN AND ZONING
BY-LAW NO.90-145-Z

Purpose and Effect of Amendment Planning staff are in receipt of an application to amend the Official Plan and Zoning By-law No.90-145-Z, as amended. The applicant is proposing to redesignate and rezone the property from "Highway Commercial" to "Urban Commercial" to allow additional commercial uses. A Site Plan for a commercial plaza was approved by Council on January 8, 1996.

Location of Lands Enclosed is a copy of a sketch showing the location of the subject lands.

Public Meeting Date A Public Meeting pursuant to Sections 21 and 34 of the Planning Act 1990, has been scheduled to take place at the Planning and Development Committee Meeting of Monday, June 1, 1998 at 7:00 p.m. at the Town of Flamborough Municipal Offices, 163 Dundas Street East, Waterdown.

Request for Comments Prior to the preparation of a technical report and recommendation for Council's consideration, we invite your comments on this proposal. If you wish to have your comments included in the Planning Report, please provide them in writing by May 15, 1998 to the Planning and Development Department.

Any person may attend the Public Meeting and/or make written or verbal representation either in support of/or in opposition to the proposed amendments.

Right to Appeal If a person or public body that requests a referral of a proposed decision in respect of the proposed Official Plan Amendment to the Ontario Municipal Board does not make oral submissions at a public meeting or does not make written submissions before the proposed Official Plan Amendment is adopted then,

(i) the Region of Hamilton-Wentworth, as the approval authority, may refuse the request to refer all or part of its proposed decision to the Ontario Municipal Board; and,

(ii) the Ontario Municipal Board may dismiss all or part of the referral of the proposed decision.

If you wish to be notified of the adoption of the proposed Official Plan Amendment, you must make a written request to the Region of Hamilton-Wentworth Planning and Development Department, 35 King Street East, P.O. Box 910, Hamilton, Ontario L8N 3V9

Additional information relative to the proposed amendments may be reviewed in the Planning and Development Department in the Municipal Office, 163 Dundas Street East, Waterdown, Ontario.

The final report will be available in the Planning and Development Committee Agenda on Friday, May 29, 1998. Office hours are 8:30 a.m. to 4:30 p.m.

DATED AT THE TOWN OF
FLAMBOROUGH THIS 24th
DAY OF April, 1998

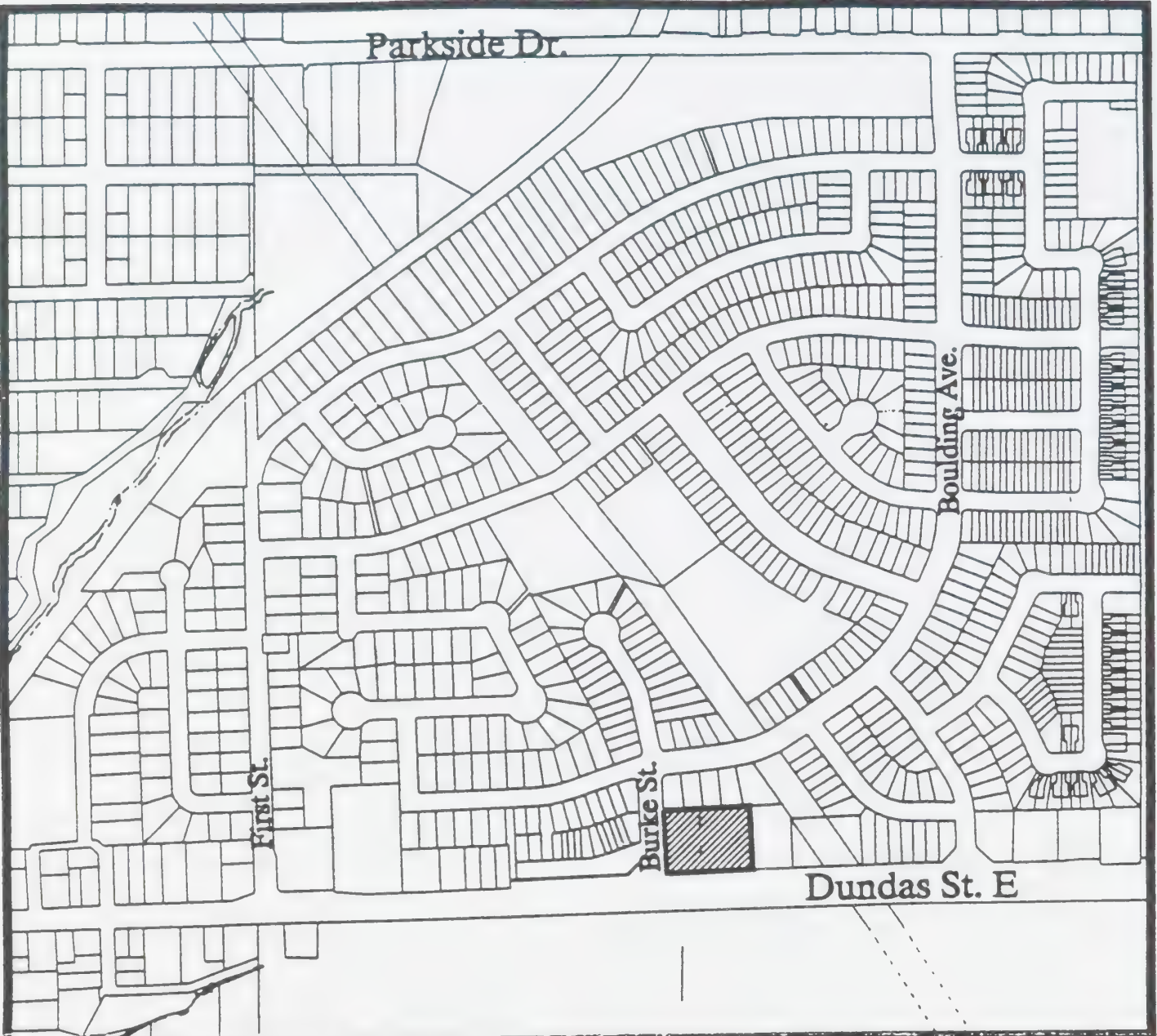
DEPUTY CLERK
TOWN OF FLAMBOROUGH
P.O. BOX 50
WATERDOWN, ONTARIO LOR 2HO

TELEPHONE: 689-7351
(LYNDEN) 519-647-2577

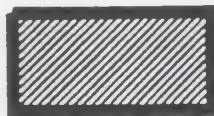
FILE NO.'s: D08-MO & D14-MO

6-44

Last revised Apr. 18 98 j.k. DM027



PART OF LOTS 4 and 5, CONCESSION 3, FORMERLY IN THE
TOWNSHIP OF EAST FLAMBOROUGH, NOW IN THE TOWN
OF FLAMBOROUGH



Lands to be rezoned

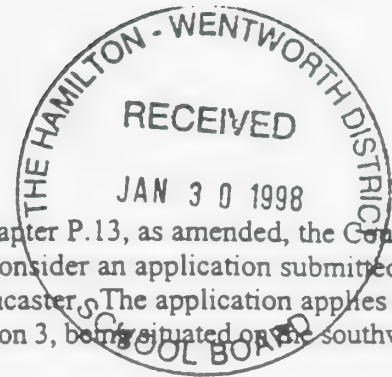
FILE No. D08-MO & D14-MO
APPLICANT: Moretti Properties Ltd.

T O W N O F
FLAMBOROUGH

Planning Department

6-45
TOWN OF ANCASTER

NOTICE OF PUBLIC MEETING



Pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, the Council of the Corporation of the Town of Ancaster is holding a public meeting to consider an application submitted by 752401 Ontario Inc. to amend Zoning By-Law No. 87-57 of the Town of Ancaster. The application applies to a 0.48 ha (1.18 ac.) parcel of land referred to as Part of Lots 52 and 53, Concession 3, being situated on the southwest corner of Golf Links Rd. and Stone Church Rd. (refer to Schedule 1).

PURPOSE AND EFFECT:

The purpose of the zoning application is to change the zoning of the subject lands from the Agricultural "A" zone to Neighbourhood Commercial "C1" to allow for the development of a service station which includes a 6-pump gas bar, drive-through car wash and a 139.35 sq. m (1,500 sq. ft.) drive-through convenience store.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment. If a person or public body that files an appeal of a decision of the Town of Ancaster in respect of the proposed zoning by-law does not make oral submissions at a public meeting or make written submissions to the Town of Ancaster before the proposed zoning by-law is adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

If you wish to be notified of the adoption of the proposed Zoning By-law Amendment you must make a written request to the Town of Ancaster, 300 Wilson Street East, Ancaster, Ontario, L9G 2B9 c/o the Clerk-Treasurer.

Additional information relating to the proposed Zoning By-law Amendment is available between 9:00 a.m. and 5:00 p.m., Monday to Friday, from the Town of Ancaster Planning and Building Department in the Municipal Office Building at 300 Wilson Street East, Ancaster, or call (905) 648-4447 (contact: Charles McConnell - Senior Planner). When referring to this proposal, please quote Planning Division Zoning Amendment File No. ZB-97-20.

Related files:

Town of Ancaster Rezoning Application ZB-97-19
Regional Plan of Subdivision Application 25T-97020

Details of the meeting are as follows:

DATE:	MONDAY, FEBRUARY 16, 1998
TIME:	7:00 P.M.
LOCATION:	TOWN HALL, COUNCIL CHAMBERS, 300 WILSON STREET EAST, ANCASTER.

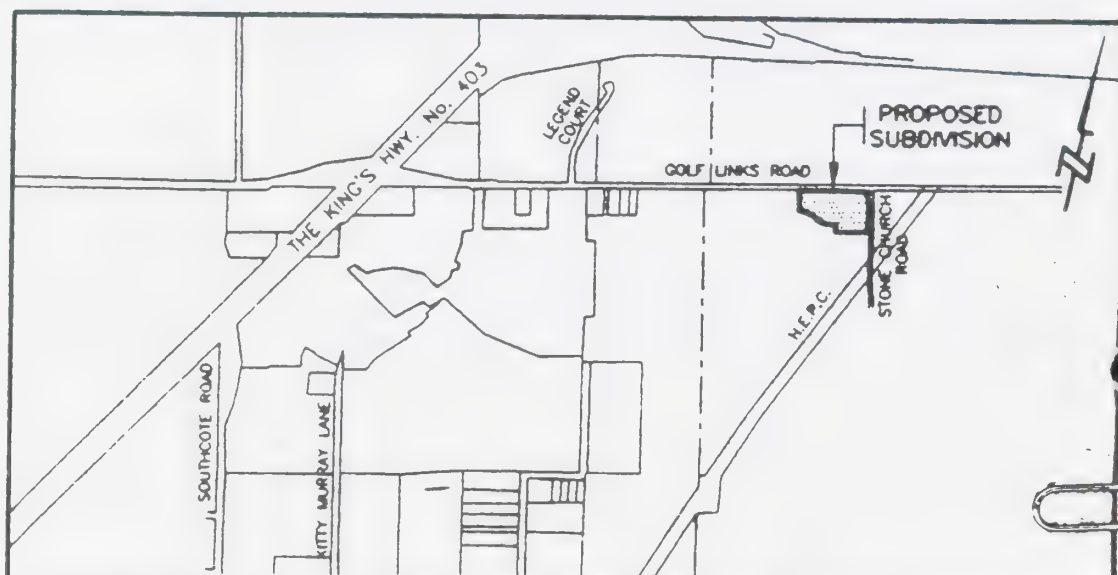
Dated at the Town of Ancaster this 27th day of January, 1998.

Patricia Sweeney
Clerk-Treasurer
Town of Ancaster
300 Wilson Street East
Ancaster, Ontario,
L9G 2B9

6-46

DRAFT PLAN of SUBDIVISION

GEOGRAPHIC TOWNSHIP OF ANCASTER
NOW IN THE
TOWN OF ANCASTER
REGIONAL MUNICIPALITY OF
HAMILTON WENTWORTH



KEY MAP

SCALE: N.T.S.

LAND USE SCHEDULE

DESCRIPTION

AREA

BLOCK 1 (COMMERCIAL - SERVICE STATION)	0.480 ha
BLOCK 2 (COMMERCIAL - NEIGHBOURHOOD COMMERCIAL)	1.710 ha
BLOCK 3 (RESIDENTIAL - CONDO. TOWNHOUSES)	1.660 ha
BLOCKS 4 to 7 (RESIDENTIAL - STREET TOWNHOUSES)	1.220 ha
BLOCKS 8 & 9 ROAD WIDENING	0.046 ha.
BLOCK 10 (OPEN SPACE)	2.990 ha.
ROAD STREET 'A'	0.740 ha.
TOTAL	8.846 ha.

INFORMATION REQUIRED

UNDER SECTION
THE PLANNING ACT

- D- SEE LAND USE SCHEDULE
- E- SHOWN ON PLAN
- H- MUNICIPAL



6-47

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N-3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

February 10, 1998

Karin Wall, Environmental Planner
Parker Consultants
1400 Rymal Road East
Hamilton, Ontario
L8W 3N9

Re: Aldershot/Waterdown Master EA Transportation Network Study

Dear Karin Wall:

Please be advised that Proctor and Redfern Limited will respond to your initial request for information on behalf of The Hamilton-Wentworth District School Board.

Proctor and Redfern Limited will be requested to draft a report for consideration by the Board. This report will outline the necessary level of participation to ensure that the needs of the Board of Education are addressed by the study. A copy of this draft report will be forwarded to your attention.

Feel free to contact me if any further assistance is required. Correspondence should be directed to my attention c/o the Satellite Office, 357 Wilson Street East, Ancaster L9G 4B7.

Yours very truly,



Arlene Young,
Transportation and Planning Department

/Aldershot-Waterdown Transportation Study
copy: Robert Steele, Proctor and Redfern Limited

6-48

18-05-1998 10:16

PARKER CONSULTANTS HAM

P.01/03

PARKER CONSULTANTS

C.C. Parker Consultants Limited

1400 Rymal Road East
Hamilton, Ontario
L8W 3N9

Consulting Engineers

Telephone: 905 385-3234
Fax: 905 385-3534
<http://www.ccparker.com>

February 4, 1998

Arlene Young
Transportation Officer
Hamilton-Wentworth County Board of Education
357 Wilson Street East
Ancaster, ON L9G 4B7

Re: Aldershot/Waterdown Master EA Transportation Network Study
Initial Notification to Ministries and Agencies

Dear Ms. Young:

I am writing to notify your office that the Town of Flamborough, in co-operation with the City of Burlington, is undertaking a Master EA Network Planning Study for the Aldershot area of Burlington and the Village of Waterdown. The study is being managed by a Steering Committee with representatives from the Town of Flamborough, City of Burlington, Region of Halton, Region of Hamilton-Wentworth, Ministry of Transportation and Niagara Escarpment Commission. The Steering Committee has retained Parker Consultants to carry out the study.

The study area limits are from Plains Road in the south to 6th Concession in the north and from just west of Highway 6 to just east of Brant Street (see map attached). The study is necessary because a significant amount of development is planned for this area. The centre of the study area, while mainly rural escarpment land, lies between areas of future development and will therefore experience significant demands on the transportation system.

The purpose of the study is to develop a master transportation plan for the study area following the first two phases of the Class EA process for Municipal Road Projects. The study includes an environmental investigation that will identify the significant environmental (i.e., natural, social, economic and cultural) features within the study area. This information is being obtained through ministry and agency involvement, a review of existing documentation or studies and through site visits. In addition, through ministry, agency and public involvement, we will gain an understanding of the issues or concerns that are relevant to the study area and will take those into consideration in developing the evaluation criteria to be used in evaluating alternative transportation scenarios. The final product of the study will be a prioritized transportation improvement plan.

The project has just commenced and we are currently in the information gathering phase. At this time, we request that you provide the following:

- information you have on significant environmental features within the study area;

6-49

05-1998 10:17

PARKER CONSULTANTS HAM

P.02/03

**PARKER
CONSULTANTS**

Ms. Young
February 4, 1998
Page 2

- your interests regarding the study area or undertaking;
- a contact name (and mailing address) for your organization if it is different than the one we have;
- the level of involvement you wish to have on this project; and
- any other comments you have regarding the study.

Please provide your input in writing, to the undersigned before February 26, 1998.

The first of three Public Information Centres is scheduled for the following dates:

Wednesday, February 18, 1998
7:00 - 9:00 p.m. (Presentation at 7:15)
Committee Room 247, City Hall
426 Brant Street, Burlington

Thursday, February 19, 1998
7:00 - 9:00 p.m. (Presentation at 7:15)
Waterdown Optimists Hall
115 Main Street South, Waterdown

The purpose of the first Public Information Centre is to explain the study process and schedule, discuss and understand the issues in the study area, explain the decision-making process and share ideas or comments about the study. You are invited to attend either of these two meetings (i.e., the same information will be presented at both meetings).

If your office does not contact us before February 26, 1998, I will assume you have no comments or concerns regarding the study area.

In the meantime, if you have any questions, require additional information or wish to discuss this further, please contact the undersigned either by telephone: (905) 385-3234, fax: (905) 385-3534, or e-mail: planning@ccparker.com.

Yours truly,

C.C. PARKER CONSULTANTS LIMITED

K. Wall

Karin Wall
Environmental Planner

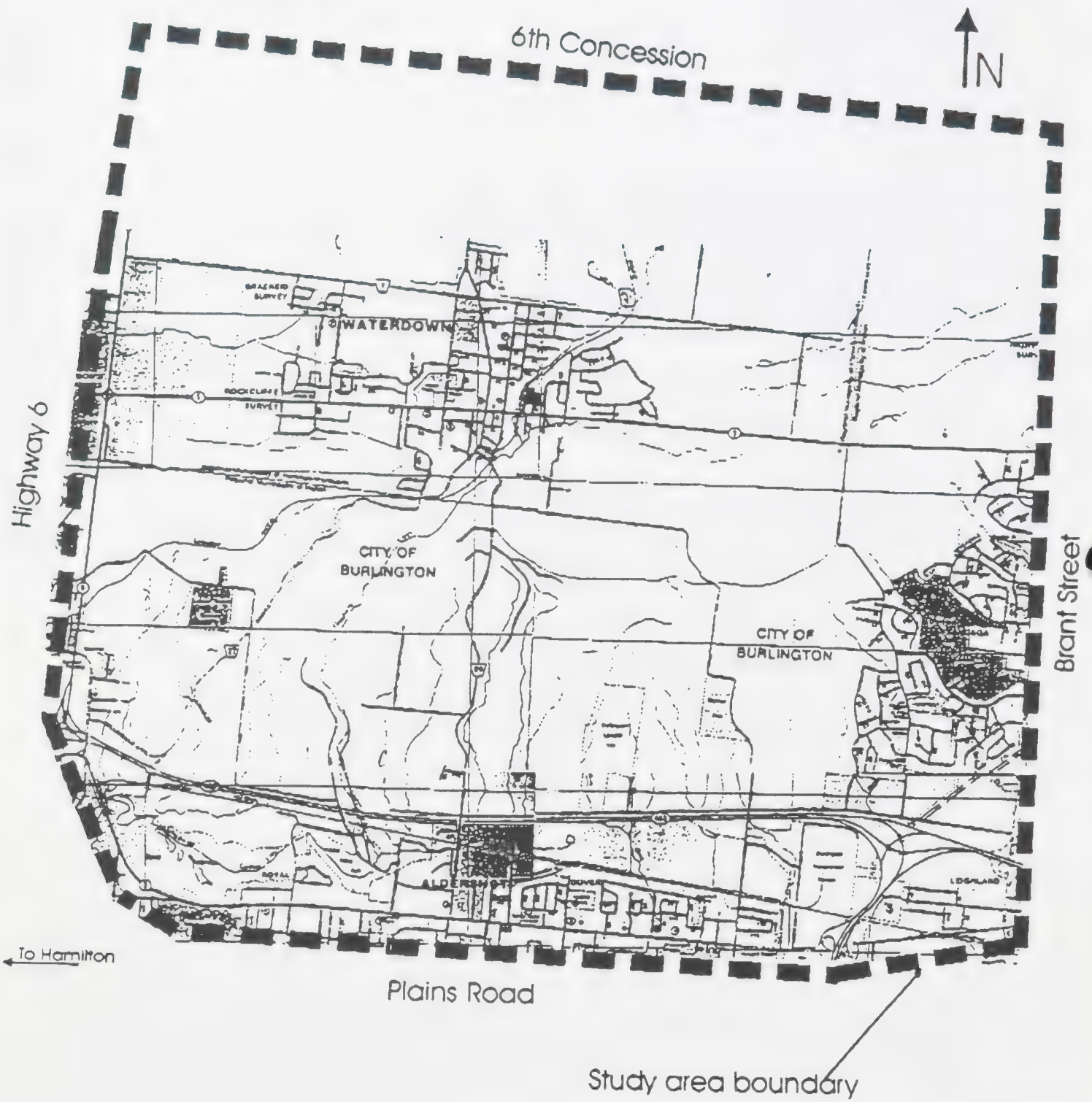
cc. Prem Tewari - Town of Flamborough
Angelo Cutaia - City of Burlington

6.30

FEB-05-1998 10:18

PARKER CONSULTANTS HAM

P.03/03



Aldershot/Waterdown Master EA
Transportation Network Study

Location Plan

PARKER

Aldershot/Waterdown Master EA Transportation Study

Project Update

Issue 1/April 1998

The purpose of this newsletter is to provide you with an up-date on the Aldershot/Waterdown Master EA Transportation Study and to answer the questions received from the first series of Public Information Centres held in February 1998.

An announcement for the second Public Information Centre (PIC) is also enclosed.

The Second Public Information Centre is scheduled for:

Wednesday, May 6, 1998
7:00 - 9:00 p.m. (Presentation at 7:15)
Committee Room 247
Burlington City Hall
426 Brant Street, Burlington

UNDERSTANDING THE ISSUES

Understanding each other is a two-way street. From the comment sheets we received, it seems that most of you understand the transportation issues in the study area and the study process.

From our point of view, here is what you're telling us:

- *"that Waterdown Road should not be widened because of its potential impacts to wildlife, the rural character of the neighbourhood, private property (including septic systems), pedestrian safety, potential for increased traffic at increased speeds, noise, pollution, impacts to trees, Grindstone Creek, because it has too many driveways and because it is a residential area"*

We know you have strong feelings on this subject and we thank the Waterdown Road residents for

submitting all those comment sheets to be sure that their opinions are recorded and understood.

- *"King Road should be upgraded to either connect Highway 5 to Highway 403, or be diverted to Kerns Road to somehow create an improved north-south link because it is through vacant land, does not have the large number of driveways and residences or rural character that Waterdown Road has"*

We are developing alternatives for a north-south connection in the vicinity of King Road and they will be on display at the next Public Information Centre. The biggest challenge to developing either a new connection near King Road or improving the existing King Road will be to minimize impacts to the Niagara Escarpment. We recognize the Niagara Escarpment as an extremely unique feature in this study area and plan to include that in our evaluation criteria.

- *"the Waterdown bypass should not be too close to development, we should plan for 30 years from now"*

This study will identify a recommended route for a Waterdown bypass and will propose a timing for its construction based on future development. The study will also identify cost-sharing options that include realistic funding alternatives so the new roadway can be built when it is needed. The traffic and land use scenarios we are examining extend to the year 2021.

- *"local roads need upgrading until the bypass gets here - they include Hamilton Street, Parkside Drive, Main Street, Old York Road, Waterdown Road and Mountain Brow Road West"*

After the "big picture" for the transportation network is confirmed, localized concerns will be dealt with. In addition, for your own information, some of the roads named (above) are currently Regional Roads that are being considered for transfer to the municipality. Your comments on local problems have been recorded. Items such as road widenings will be dealt with as part of this project, while items such as repaving will be dealt with as part of capital projects.

- *"something has to be done to relieve traffic volumes on Highway 5 through Waterdown and there should be a long-term solution for improved access to downtown"*

A main objective of this study is to improve traffic flow through the study area. Our traffic modelling work is taking future development into consideration and will also include the development of other planned roadway improvements such as Highway 407, Highway 6 and the intersection of Highways 5 and 6. The study will address short-term and long-term solutions to relieving traffic congestion in critical areas and recognizes Highway 5 in downtown Waterdown as a critical area.

- *"should review on-street parking on Highway 5 in Waterdown and provide parking at Bruce Trail crossings"*

As a transportation master plan, this study does not deal specifically with parking. However, the traffic modelling includes several factors that can impede traffic flow, one of which is on-street parking.

- *"interchanges are needed at Highways 5 and 6 and on Highway 403 between Highway 6 and Brant Street"*

Interchanges are definitely a consideration in this study because they are critical to the flow of traffic through a roadway network. Most interchanges are at provincial highways and therefore, we have included a Ministry of Transportation representative on the Steering Committee. The new roadway alternatives being developed for north-south traffic will include possible connections to Highway 403. These alternatives will be on display at the upcoming Public Information Centre.

- *"regarding the Highway 403/Waterdown Road interchange, some people do not support a full connection (with a ramp for eastbound traffic) at this location because they anticipate increased traffic on Waterdown Road and Plains Road"*

We recognize this concern and will include it in our evaluation of alternatives. Another constraint at this location is the Sassafras Woods, an environmentally significant feature located in the northeast quadrant of the interchange. Sassafras Woods is a significant woodlot both for its size and mixture of species and is recognized as an Environmentally Sensitive Area (ESA), an Area of Natural and Scientific Interest (ANSI) and a Carolinian Canada Site.

- *"future development including municipal services and stormwater management should be taken into consideration"*

Future development is being taken into consideration in the calculation of our projected traffic volumes. Stormwater management and municipal services are being studied as part of a separate study.

- *"why should Burlington taxpayers pay for Flamborough's growth?"*

Cost-sharing options are being developed and will be recommended as part of this study. That means both municipalities (Flamborough and Burlington) and perhaps even the development industry can participate in paying for the roadway improvements that are needed.

- *"Is it possible to see the minutes of the Advisory Committee meetings (past and future)?"*

Yes - they will be made available at Flamborough Town Hall and Burlington City Hall. This is being done in response to your input. In addition, we will make a summary of the comments received from the initial public meetings available at each municipal office. The summary of comments will be generic, with no names or addresses attached.

- *"what criteria will be used to evaluate the roadway improvement alternatives?"*

The evaluation criteria for roadway improvement alternatives will be presented at the next information centre and is based on the input received from the general public, ministries, agencies, municipalities, land owners, developers and residents of the communities. The evaluation criteria will include factors such as the natural environment, safety, ability to accommodate future growth and cost. The purpose of the second Public Information Centre is to get your input on the evaluation criteria.

- *"It is important to protect the natural environment including wildlife, the Bruce Trail, the Niagara Escarpment, trees, Grindstone Creek and Sassafras Woods and to minimize noise and maintain the rural character of the study area"*

We agree. The ministries and agencies contacted at the start of the study have provided us with a wealth of information on the environmentally sensitive areas throughout the study area. We will take the natural environment into consideration in the evaluation of improvement alternatives and will minimize impacts to the environment in our work.

- *"the public should be kept well informed of the study and public input should be looked at seriously by the consultants"*

We know that because of the large number of comment sheets, e-mails, telephone calls and visitors that we have received from the first series of public meetings. In our opinion, you are a well educated public who wants a high level of involvement in this study. In response to your enthusiasm and high level of participation, we are taking you seriously and look forward to your continued involvement.

- *"community identity is valued and it is important to recognize that there are two separate municipalities in this study area"*

The problems and solutions to the transportation issues in this study area cross several boundaries with associated jurisdictions (including local, regional and provincial). Although we acknowledge the importance of community identity, we do not anticipate affecting it. Our goal is to identify a transportation network that will accommodate future growth in the study area.

What's Next ...

There will be a combined (i.e., for both Flamborough and Burlington residents) Public Information Centre (PIC), that will be held in Burlington on Wednesday, May 6 at 7:00 p.m. at Burlington City Hall. The third (and final PIC) will be held in Flamborough.

The purpose of the second Public Information Centre is to:

- review traffic projections, identified capacity deficiencies and operational problems;
- review alternative scenarios for resolving the identified issues and problems; and
- review a preliminary list of evaluation criteria and the evaluation process to be applied.

You will be asked to provide your input on the alternative scenarios, evaluation criteria, the relative importance of each of the criteria and the evaluation process to be applied.

Expected results from Meeting #2 include:

- an understanding of public values on evaluation criteria and the evaluation process;
- identification of all of the alternative scenarios that will be evaluated;
- understanding the transportation deficiencies and the need for improvements; and
- elimination from further consideration those scenarios that do not achieve the project goals.

EVALUATING THE ALTERNATIVES AND RECOGNIZING THAT TRADE-OFFS ARE REQUIRED

The real challenge ahead will be to realize and accept the trade-offs that are required so that the communities can agree on an improved transportation network for this study area. From the input received from ministries, agencies, municipalities and the public, we **acknowledge that there is no solution that everyone will support**. Instead, there will have to be trade-offs. A set of evaluation criteria, to be developed with your input will help us understand the trade-offs required on this project. Once the trade-offs are understood, we will move towards reaching a consensus on what should be done to improve the transportation network and accommodate growth in this study area.

Please plan to attend the second Public Information Centre if you have an interest in this study.

How to contact us:

- ☐ attend information meetings
- ☐ complete comment sheets
- ☐ write to us: Karin Wall

Stanley Consulting Group Ltd.
(formerly Parker Consultants)
1400 Rymal Road East
Hamilton, ON L8W 3N9

- ☐ telephone: (905) 385-3234
- ☐ fax: (905) 385-3534
- ☐ e-mail: planning@ccparker.com

6-55

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N-3L1

Telephone: (905) 527-5092
Fax: (905) 521-2536

March 9, 1998

Ron Marini, Director of Planning
The City of Stoney Creek
777 Highway 8, Box 9940
Stoney Creek, Ontario
L8G 4N9

Re: Official Plan and Zoning Bylaw Amendments, 181-183 Highway 8

Dear Ron Marini:

The above noted official plan and zoning bylaw amendments have been reviewed by staff of the Hamilton-Wentworth District School Board.

The amendments will permit a general commercial use including a massage therapist and a physical therapist. Staff will recommend that the Board not object to the proposal. This recommendation will be presented for review at an upcoming meeting. You will be advised of any change to the report as a result of the meeting.

Feel free to contact me at (905) 387-2737 if you have any questions or concerns. Correspondence should continue to be directed to my attention at 357 Wilson Street East, Ancaster L9G 4B7.

Yours very truly,



Arlene Young,
Transportation and Planning Department



6-56

The City of Stoney Creek

PLANNING COMMITTEE

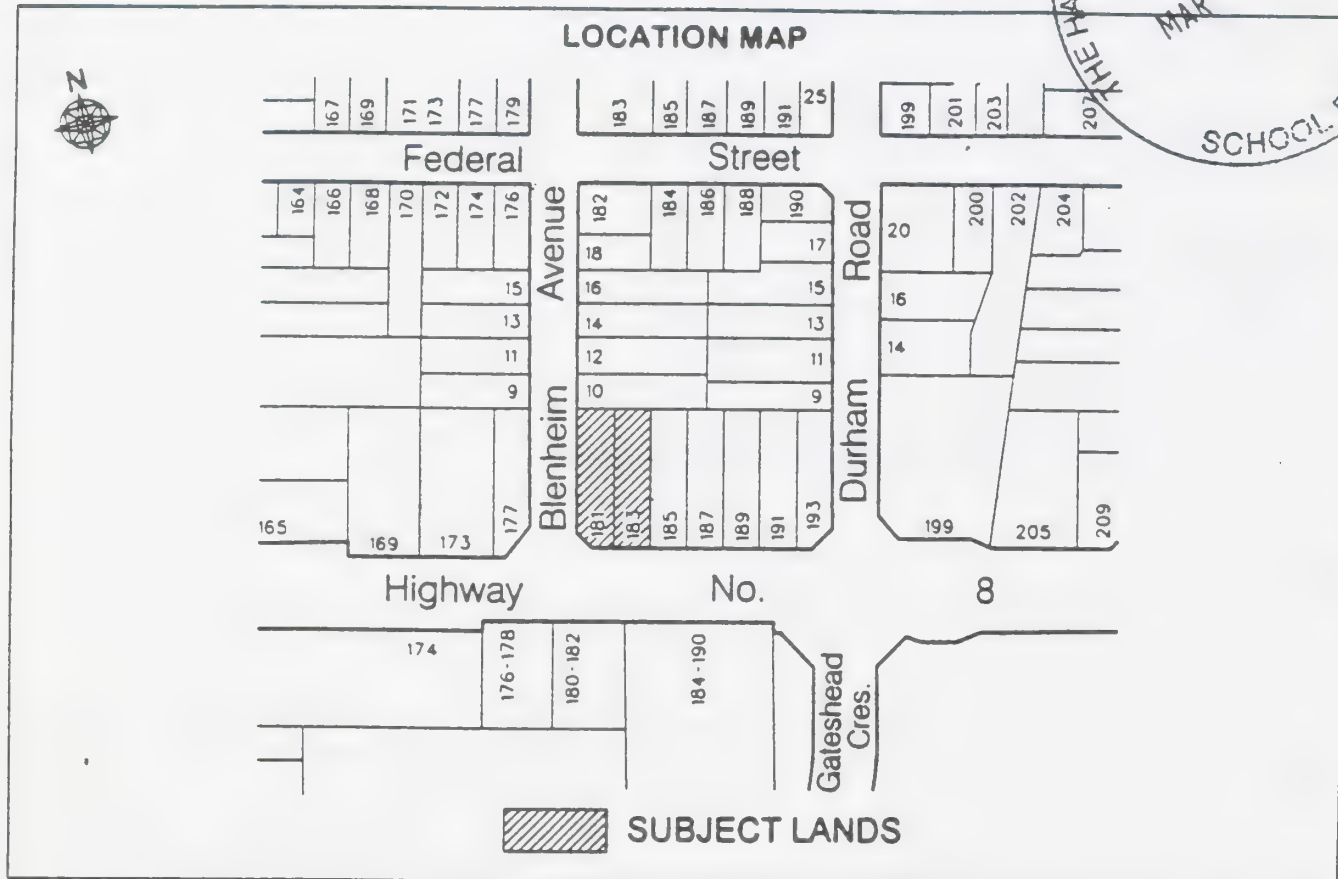
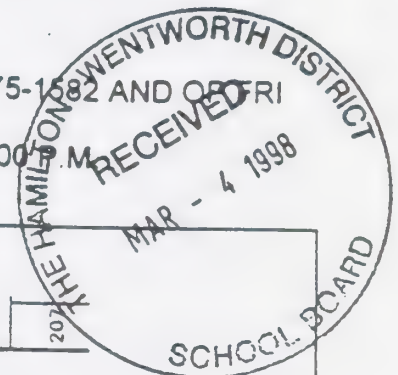
NOTICE OF PUBLIC MEETING

DATE: THURSDAY, APRIL 2, 1998

FILE #: 075-1582 AND OFFER

PLACE: THE SALTFLEET ROOM, CITY HALL
777 HIGHWAY NO. 8, STONEY CREEK

TIME: 7:00 P.M.



- PURPOSE:**
- (i) To amend the City of Stoney Creek Official Plan by changing the designation of the subject lands from the "Residential" designation to the "General Commercial" designation.
 - (ii) To amend the City of Stoney Creek Zoning By-law No. 3692-92 by changing the zoning of the subject lands from the Single Residential "R4" Zone and the Single Residential "R4-1" Zone to a modified General Commercial "GC" Zone to permit general commercial uses including a massage therapist and physical therapist.

APPLICANT: Dr. Angelo Frisina

LOCATION: Lots 2 and 3, Registered Plan No. 724, 181-183 Highway No. 8,
City of Stoney Creek

If you wish to be notified of the passing of the zoning by-law you must make a written request to: R. Caterini, Clerk, City of Stoney Creek, P.O. Box 9940, Stoney Creek, Ontario, L8G 4N9.

If the proposed official plan amendment is adopted and you wish to be notified, you must make a written request to: Regional Environment Department, Regional Municipality of Hamilton-Wentworth, 35 King Street East, Hamilton, Ontario, L8N 4A9.

You may, prior to the Public Meeting, submit written comments regarding the proposed changes to R.M. Marini, Director of Planning, City of Stoney Creek Planning Department, for consideration by the Planning Committee.

In addition, you, or your counsel if you choose, are entitled to attend this Public Meeting to express your views about this application. Prior to this meeting, any person may review the proposed changes at City Hall during normal business hours.

Please note that the Planning Act states that an appeal may be dismissed by the approval authority (the Region of Hamilton-Wentworth for official plans or official plan amendments) or the Ontario Municipal Board if a person or public body requesting the appeal has not provided Council with oral submissions at a public meeting or written submissions before a decision is made by Council. If you do not attend the Public Meeting, the Planning Committee may proceed in your absence and, except as otherwise provided for in The Planning Act, R.S.O. 1990, c.P.13, as amended by S.O. 1996, c.4, you will not be entitled to any further notice in the proceedings.

These matters are considered under Sections 17(15) and 34(12) of The Planning Act, R.S.O. 1990, c.P.13, as amended by S.O. 1996, c.4.

R. Caterini, Clerk

Mailed this 3rd day of March, 1998.

PLEASE NOTE:

No decision has been made on this matter and will not be made until after the public meeting.

NOTICE OF PUBLIC MEETING

Pursuant to Sections 17 and 21 of the Planning Act, as amended, the Council of the Corporation of the Town Ancaster is holding a public meeting to consider an application by Hamilton Jewish Communal Projects Inc. to amend the Official Plan for the Town of Ancaster.

The proposed amendment would redesignate the western portion of the affected lands from "Agricultural" to "Open Space and Conservation" and revise site-specific policies pertaining to the eastern portion of the lands. The purpose of the proposed amendment is to enable improvements/alterations to the existing community centre facilities and to develop portions of the adjacent vacant lands for outdoor sporting activities and day camp uses.

The affected lands are located on the south side of Lower Lions Club Road in Part of Lots 48 and 49, Concession 2, in the Town of Ancaster. The municipal address is 982/1030 Lower Lions Club Road. A location map is shown on the reverse side of this notice.

Details of the public meeting are as follows:

DATE:	May 4, 1998
TIME:	7:00 p.m.
LOCATION:	Council Chambers Ancaster Municipal Offices 300 Wilson Street East Ancaster, Ontario

Additional information, including a copy of the proposed official plan amendment can be obtained from the Planning and Building Department at the Ancaster Municipal Offices, Monday to Friday, 9:00 a.m. to 5:00 p.m., or by contacting Senior Planner Alain Pinard at (905) 648-4447.

If you wish to be notified of the adoption of the proposed official plan amendment, you must make a written request to the Town of Ancaster, 300 Wilson Street East, Ancaster, Ontario, L9G 2B9 c/o the Clerk-Treasurer.

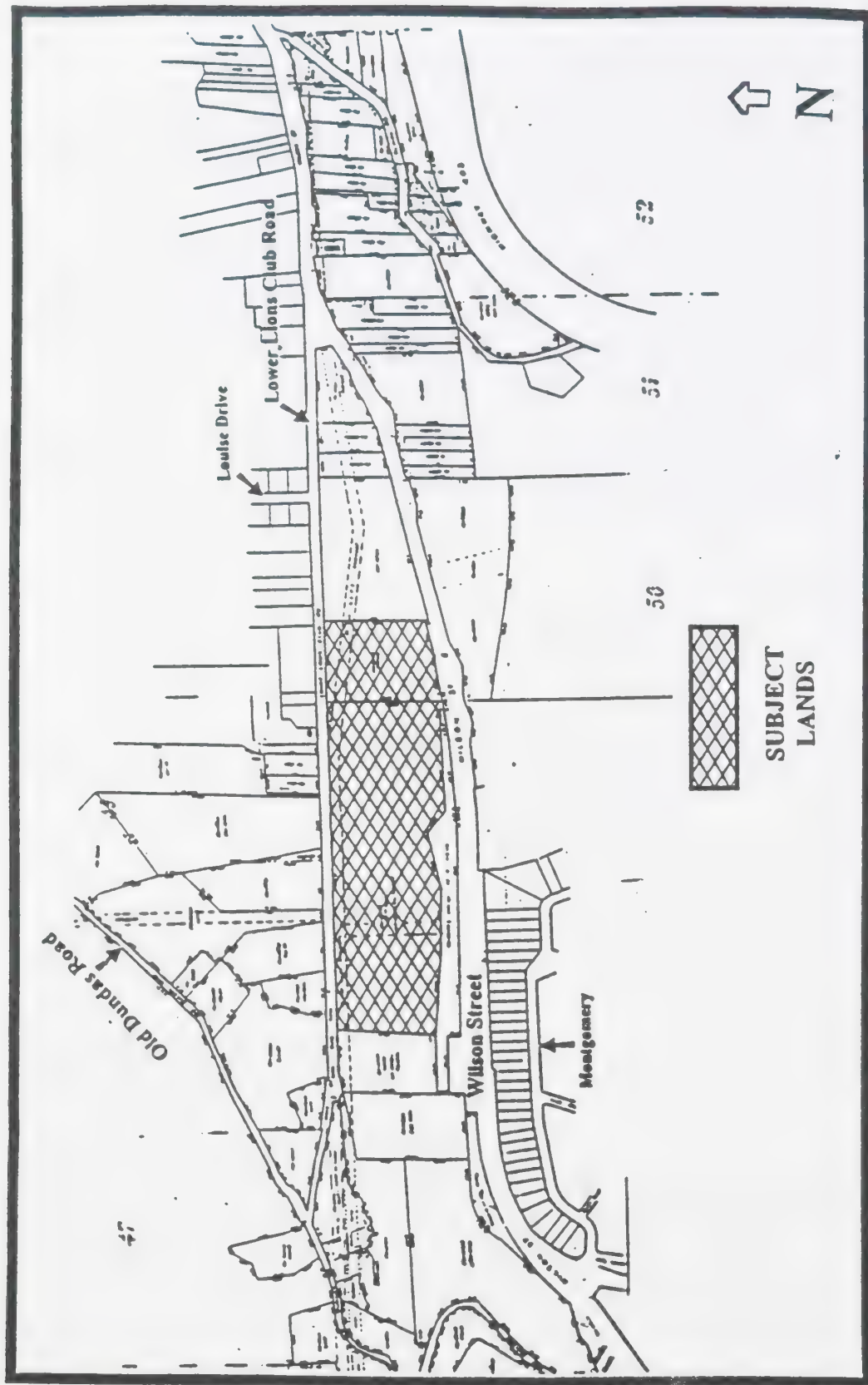
Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment.

There have been no other applications submitted to the Town which relate to the subject lands.

Dated at the Town of Ancaster this 1st day of April, 1998.

Patricia Sweeney
Clerk-Treasurer

(No objection / impact).
6-Apr-98



6-60



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Environment Department
Strategic Planning Division
35 King Street East
Main Floor
Hamilton, ON L8N 3V9

Phone (905) 546-4471
Fax (905) 546-4364

March 23, 1998

File No.: X816-98

Ms. Arlene Young
Manager of Transportation and Planning
Wentworth County Board of Education
Education Centre
357 Wilson Street East
Ancaster, Ontario L9G 4B7

**Re: Notice of Completion of Environmental Study Report
Class Environmental Assessment to Provide Wastewater Treatment Capacity to the
Town of Dundas and Town of Flamborough**

Dear Ms. Young

The Regional Municipality of Hamilton-Wentworth has initiated a Class Environmental Assessment Study to identify a preferred solution to provide wastewater treatment capacity for the Town of Dundas and Town of Flamborough. The preferred solution will provide capacity for existing and future development to the year 2020, and will address existing capacity limitations during peak wet weather flows.

The project is being planned under Schedule B of the Class Environmental Assessment Process for Municipal Water and Wastewater Projects. A number of alternatives for providing capacity have been evaluated. As a result of that evaluation, the Region is proposing a preferred alternative which would maintain the capacity of the Dundas Wastewater Treatment Plant, and divert all flow in excess of that capacity to the Woodward Ave. Wastewater Treatment plant in Hamilton. A new diversion system would provide equalization storage of diverted flows during peak wet weather periods.

An Environmental Study Report (ESR) documenting the planning process for the project has been completed and has been placed in the public record for review. Subject to comments received as a result of this Notice, and the receipt of necessary approvals, the Region intends to proceed with the design of the recommended alternative.

We welcome public comments on the ESR, which is available for review at the following locations and times :

The Regional Municipality of Hamilton-Wentworth
Office of the Regional Clerk
119 King Street East, 15th Floor
Mon. - Fri. 8:30 a.m.-5:00 p.m.

The Regional Municipality of Hamilton-Wentworth
35 King Street East
Store Front Office
Mon. - Fri. 9:00 a.m.-4:30 p.m.

Dundas Public Library
18 Ogilvie Street
Dundas, Ontario
Regular operating hours
Tel.: (905) 627-3507

Waterdown Public Library
25 Mill Street North
Waterdown, Ontario
Regular operating hours
Tel.: (905) 689-6269

Interested parties have thirty (30) calendar days from the date this Notice is made public to comment on the proposal. Comments must be made in writing by April 27, 1998 and must be received by:

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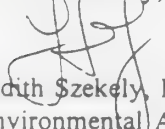
Regional Municipality of Hamilton-Wentworth
35 King Street East, Main Floor
Hamilton, Ontario
L8N 4A9

Attention: Ms. Judith Szekely, P.Eng.
Environmental Assessment Coordinator
Telephone: (905) 546-4471 Fax: (905) 546-4364
e-mail: jszekely@interlynx.net

If concerns regarding this project cannot be resolved in discussion with the municipality, a person may request that the Minister of the Environment "bump-up" the undertaking to an Individual Environmental Assessment. "Bump-up" requests must be received by the Minister at the address below within 30 calendar days of this Notice. A copy of the "bump-up" request must be forwarded to the Regional Environment Department at the above address. If no "bump-up" request is received by April 27, 1998, the Region will proceed with the design of the recommended alternative as presented in the ESR.

The Honourable Norm Sterling
Minister of the Environment
135 St. Clair Avenue West, 15th Floor
Toronto, Ontario
M4V 1P5

Yours sincerely,


Judith Szekely, P.Eng.
Environmental Assessment Coordinator

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**TOWN OF DUNDAS
STAFF REPORT**

Report BLD #98-02

TO: Chairman and Members of the Planning and Development Committee

FROM: Douglas J. Hardie, Chief Building Official

DATE: March 11, 1998

SUBJECT: Building/Demolition Permits issued for the month of February, 1998

Recommendation:

THAT the report of the Chief Building Official re: Building/
Demolition Permits issued for the month of February, 1998, be
received for information.

Report:

Attached as Schedule "A" to this report is a listing of Building Permits and Demolition Permits issued for the month of February, 1998. A total of 7 permits were issued this month having a value of \$416,112.00. Revenue generated from the sale of these permits is \$4,196.00.

This brings the total revenue generated this year to \$7,255.00.

Respectfully submitted,

A handwritten signature in cursive script that reads "Douglas J. Hardie".

Douglas J. Hardie
Chief Building Official
reports.BLD.02.98



**TOWN OF DUNDAS
STAFF REPORT**

Report BLD #98-03

TO: Chairman and Members of the Planning and Development Committee

FROM: Douglas J. Hardie, Chief Building Official

DATE: April 1, 1998

SUBJECT: Building/Demolition Permits issued for the month of March, 1998

Recommendation:

THAT the report of the Chief Building Official re: Building/
Demolition Permits issued for the month of March, 1998, be
received for information.

Report:

Attached as Schedule "A" to this report is a listing of Building Permits and Demolition Permits issued for the month of March, 1998. A total of 17 permits were issued this month having a value of \$1,311,665.00. Revenue generated from the sale of these permits is \$13,135.50.

This brings the total revenue generated this year to \$20,841.00.

Respectfully submitted,

A handwritten signature in cursive script that reads "Douglas J. Hardie".

Douglas J. Hardie
Chief Building Official
reports.BLD0398

6-64



**TOWN OF DUNDAS
STAFF REPORT**

Report BLD #98-04

TO: Chairman and Members of the Planning and Development Committee

FROM: Douglas J. Hardie, Chief Building Official

DATE: May 1, 1998

SUBJECT: Building/Demolition Permits issued for the month of April, 1998

Recommendation:

THAT the report of the Chief Building Official re: Building/
Demolition Permits issued for the month of April, 1998, be
received for information.

Report:

Attached as Schedule "A" to this report is a listing of Building Permits and Demolition Permits issued for the month of April, 1998. A total of 18 permits were issued this month having a value of \$2,835,450.00. Revenue generated from the sale of these permits is \$ 27,183.00.

This brings the total revenue generated this year to \$48,024.00.

Respectfully submitted,

A handwritten signature in cursive script that reads "Douglas J. Hardie".

Douglas J. Hardie
Chief Building Official
reports.BLD0498



Building and demolition permits

Monthly Report

Permis de construction et de démolition

Rapport mensuel



1

15-35025009-2 00000099 HMLT X
GLANBROOK
STATUS: TP
MAIL: TOWNSHIP OF GLANBROOK
ADDRESS: 4280 BINBROOK RD RR1
CITY: BINBROOK ONT
POSTAL CODE: L0R1C0
CONTACT: HARRY KOOYMAN/CATHERINE REISIGER
CHIEF BUILDING OFFICIAL
TEL: (905) 692-9225

If necessary, please update corresponding information — Si nécessaire, veuillez mettre à jour les renseignements correspondants

2	Reporting Entity Name — Nom de l'entité rapportante
3	Municipal Status (if applicable) — Statut municipal (s'il y a lieu)
4	Address — Adresse
5	City — Ville
6	Postal Code — Code postal
7	Contact name — Nom du contact
8	Contact Title — Titre du contact
9	Language of Preference — Langue de préférence 1 <input type="checkbox"/> English 2 <input type="checkbox"/> Français
10	Telephone Number — Numéro de téléphone

GENERAL INFORMATION

Confidential when completed.

The collection of this information is authorized by the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.

To avoid duplication of enquiry and to provide consistent statistics, this survey is being conducted under cooperative agreements, made in accordance with the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19 under Section F1 for the exchange of information with: the Manitoba Bureau of Statistics, the Saskatchewan Bureau of Statistics and the British Columbia Central Statistics Bureau for respondents in each of the respective provinces; and under Section 12 for joint collection and sharing information with: the Northwest Territories Bureau of Statistics and the Canada Mortgage and Housing Corporation.

Agreements coming under Section 12 of the Canada Statistics Act shall not apply to any respondent who give notice in writing to the Chief Statistician that he/she objects to the sharing of the information.

Results of this survey will enable Statistics Canada (STC) to estimate residential and non-residential construction activity at various geographical level. The latter are published monthly in Catalogue 64-001 and annually in Building Permits — Annual Summary, Catalogue 64-203.

PLEASE REFER TO THE SURVEY REPORTING GUIDE AND SELF CODING GUIDE WHEN COMPLETING YOUR REPORT. Additional copies of these guides are available from our STC regional representative.

RENSEIGNEMENTS GÉNÉRAUX

Confidentiel une fois rempli.

La collecte de cette information est autorisée par la Loi sur la statistique, Lois révisées du Canada, 1985, chapitre S19.

Afin d'éviter tout chevauchement des enquêtes et de fournir des statistiques uniformes, Statistique Canada mène cette enquête aux termes d'accords conjoints conclus en vertu de l'article 11 de la Loi sur la statistique, Lois révisées du Canada, 1985, chapitre S19 pour l'échange de renseignements avec: le «Manitoba Bureau of Statistics», le «Saskatchewan Bureau of Statistics» et le «British Columbia Central Statistics Bureau» pour les répondants de ces différentes provinces; et en vertu de l'article 12 pour le rassemblement conjoint et l'échange de renseignements avec: le «Northwest Territories Bureau of Statistics» et la Société canadienne d'hypothèques et du logement.

Les accords aux termes de l'article 12 de la Loi sur la statistique ne s'appliquent pas aux répondants qui s'opposent à l'échange de renseignements dans une lettre jointe au questionnaire dûment rempli et adressé au statisticien en chef du Canada.

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11

COVERAGE PROFILE UPDATE

Is the geographical coverage of this monthly report different from that of your last report due to a change in boundaries, level of administration, etc.

1 ☐ Yes
Oui

MISE À JOUR DU PROFIL DE COUVERTURE

Est-ce que la couverture géographique de ce rapport mensuel est différente de celle de votre rapport précédent dû à un changement de frontières, du niveau d'administration, etc.

2 ☒ No
Non

12

REPORTING PERIOD — PÉRIODE VISÉE

Please use a separate form for each month being reported. Veuillez utiliser un formulaire différent pour chaque mois rapporté.

YEAR
ANNÉE 19 98

MONTH
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13

STOCK REQUIREMENTS — BESOINS DE FOURNITURES

If forms or return envelopes are required, please check: Si vous avez besoin de formulaires ou d'enveloppes de retour, prière d'indiquer:

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2 ☐ STC Return Envelopes — Enveloppes de retour SC
3 ☐ CMHC Return Envelopes — Enveloppes de retour SCHL

14

NIL REPORT — RAPPORT NUL

If no permits were issued during the month, simply check the box below: Si aucun permis n'a été émis durant le mois, cochez simplement la case ci-dessous:

1 ☐ NO PERMITS
AUCUN PERMIS

REPORT PREPARED BY — RAPPORT PRÉPARÉ PAR

Signature:

Catherine Reisinger

Year Month Day
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Statistics Canada Use — Usage Statistique Canada

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SECTION A: MAJOR CONSTRUCTION PROJECTS -- PROJETS DE CONSTRUCTION MAJEURS

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Building and demolition permits

Monthly Report

6-67

Permis de construction et de démolition

Rapport mensuel



1

15-35025009-2 00000099 HMLT X
GLANBROOK
STATUS: TP
MAIL: TOWNSHIP OF GLANBROOK

ADDRESS: 4280 BINBROOK RD RR1
CITY: BINBROOK ONT
POSTAL CODE: L0R1C0
CONTACT: HARRY KOOYMAN/CATHERINE REISIGER
CHIEF BUILDING OFFICIAL
TEL: (905) 692-9225

If necessary, please update corresponding information — Si nécessaire, veuillez mettre à jour les renseignements correspondants

2	Reporting Entity Name — Nom de l'entité rapportante	
3	Municipal Status (if applicable) — Statut municipal (s'il y a lieu)	
4	Address — Adresse	
5	City — Ville	6 Postal Code — Code postal
7	Contact name — Nom du contact	
8	Contact Title — Titre du contact	
9	Language of Preference — Langue de préférence 1 <input type="checkbox"/> English 2 <input type="checkbox"/> Français	
10	Telephone Number — Numéro de téléphone	

GENERAL INFORMATION

Confidential when completed.

The collection of this information is authorized by the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19.

To avoid duplication of enquiry and to provide consistent statistics, this survey is being conducted under cooperative agreements, made in accordance with the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19 under Section 11 for the exchange of information with: the Manitoba Bureau of Statistics, the Saskatchewan Bureau of Statistics and the British Columbia Central Statistics Bureau for respondents in each of the respective provinces; and under Section 12 for joint collection and sharing information with: the Northwest Territories Bureau of Statistics and the Canada Mortgage and Housing Corporation.

Agreements coming under Section 12 of the Canada Statistics Act shall not apply to any respondent who give notice in writing to the Chief Statistician that he/she objects to the sharing of the information.

Results of this survey will enable Statistics Canada (STC) to estimate residential and non-residential construction activity at various geographical levels. The latter are published monthly in Catalogue 64-001 and annually in Building Permits — Annual Summary, Catalogue 64-203.

PLEASE REFER TO THE SURVEY REPORTING GUIDE AND SELF CODING GUIDE WHEN COMPLETING YOUR REPORT. Additional copies of these guides are available from our STC regional representative.

RENSEIGNEMENTS GÉNÉRAUX

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2 ☒ No
Non

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Veuillez utiliser un formulaire différent pour chaque mois rapporté.

YEAR
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13 STOCK REQUIREMENTS — BESOINS DE FOURNITURES

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Si aucun permis n'a été émis durant le mois, cochez simplement la case ci-dessous:

1 ☐ NO PERMITS
AUCUN PERMIS

REPORT PREPARED BY — RAPPORT PRÉPARÉ PAR

Signature:

Catherine Reisinger

Year Month Day
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Page 1 of 1

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Building and demolition permits

Monthly Report

6-69

Permits de construction et de démolition

Rapport mensuel



1		If necessary, please update corresponding information — Si nécessaire, veuillez mettre à jour les renseignements correspondants	
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2 Reporting Entity Name — Nom de l'entité rapportante		3 Municipal Status (if applicable) — Statut municipal (s'il y a lieu)	
4 Address — Adresse		5 City — Ville	
6 Postal Code — Code postal		7 Contact name — Nom du contact	
8 Contact Title — Titre du contact		9 Language of Preference — Langue de préférence 1 <input type="checkbox"/> English 2 <input type="checkbox"/> Français	
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12 REPORTING PERIOD — PÉRIODE VISÉE Please use a separate form for each month being reported. YEAR ANNÉE 19 98 MONTH MOIS 0 3		13 STOCK REQUIREMENTS — BESOINS DE FOURNITURES If forms or return envelopes are required, please check: 1 <input type="checkbox"/> Forms — Formulaires 2 <input type="checkbox"/> STC Return Envelopes — Enveloppes de retour SC 3 <input type="checkbox"/> CMHC Return Envelopes — Enveloppes de retour SCHL Si vous avez besoin de formulaires ou d'enveloppes de retour, prière de l'indiquer:	
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Statistics Canada Use — Usage Statistique Canada MP T Status—État For-up Surv Int I.D. — Id. de l'int. 1			



SECTION A: MAJOR CONSTRUCTION PROJECTS — PROJETS DE CONSTRUCTION MAJEURS

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6-71



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Environment Department
Development Division
35 King Street East,
Main Floor
Hamilton, ON L8N 4A9

Phone (905) 546-4186
Fax (905) 546-4364

May 21, 1998

25T-95006
25T-97017
25T-97018
25T-97019

Hamilton-Wentworth District School Board
P.O. Box 2558
100 Main Street West
HAMILTON, Ontario
L8N 3L1

Attention: Mr. Darryl Sage

Re: Objection to Stoney Creek Development Applications

We are in receipt of your Board's letter from Ms. Arlene Young to Mr. Ron Marini dated April 6, 1998 objecting to various development proposals in the City of Stoney Creek. It is noted that Ms. Young's letter did not set out any planning reasons to substantiate the Board's objections. Ordinarily, this letter would not have constituted an appeal under the requirements of the Planning Act.

However, we have the following comments with respect to the following objections:

"Lake Vista Estates", "Lake Vista Estates West" and "Lake Vista Estates East"

It is our recollection that the former Wentworth County Board of Education objected to development in this part of Stoney Creek. However, their objection was resolved with the approval of a designated school site in the "Trillium Neighbourhood". This new objection from the amalgamated school board appears to contradict this agreement between the former Wentworth County Board of Education, the City of Stoney Creek and the Region.

In our opinion, the "adequacy of school sites" pursuant to the Planning Act was addressed to the satisfaction of the school board as part of the secondary plan review process. Therefore, the Region has no planning basis upon which to support this objections.

We are also relying on a recent Ontario Municipal Board (OMB) decision which dismissed an appeal by the Dufferin-Peel Roman Catholic Separate School Board against the City of Mississauga for approving development applications in areas where school sites were provided. However, due to the lack of funding, these sites were not acquired by the school board. This decision, dated 28 July 1994 (copy attached) upheld the position of the municipality that adequate school sites were provided in the community in accordance with the requirements of the Planning Act. The issue of funding was not regarded as a land use planning matter within the jurisdiction of the OMB.

"Southwood on the Park"

This development was draft approved by the Region on February 24, 1998 and subsequently registered on March 30, 1998 as Wentworth Condominium Plan No 258, all in accordance with the requirements of the Planning Act.

From our perspective, this file is closed.

"Highland Heights"

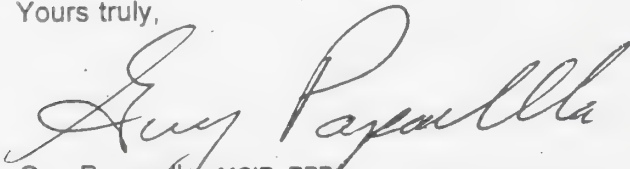
This development is under review. However, it is our understanding that there is sufficient capacity at Janet Lee Elementary School to accommodate the children from this development. For that reason, the Region is of the opinion that the adequacy of school sites is not an issue for this development.

As the approval authority, it is clearly our responsibility to ensure that the "rules of natural justice" are adhered to. In this case, the Region agrees with the decision of the OMB in the City of Mississauga and does not consider the lack of funding from the Province as reasonable planning grounds to withhold our approval. Therefore, in the interest of our assigned responsibility to administer the processing of planning applications in a fair and expeditious manner, it is our obligation and position that the school board's objection be taken into consideration as part of our planning review. However, our decision will ultimately rely on whether the proposal satisfies the legislative requirements under the Planning Act and not whether funding is available to the local school boards.

Moreover, if there is a concern with the Board's ability to provide adequate capacity in Stoney Creek or anywhere else in the Region, we would be more than willing to explore other innovative means to assist the Board in acquiring designated school sites and/or constructing schools within this community.

For your information, if you wish to obtain a copy of the written decision of the approval authority, you may do so by submitting a written request to the Regional Municipality of Hamilton-Wentworth. If you are not in agreement with the proposed decision, you may appeal the decision by submitting a Notice of Appeal within 20 days with reasons in support of your appeal to the Region.

Yours truly,



Guy Paparella, MCIP, RPP
Director, Development Division

c.c. R. Marini, City of Stoney Creek
A. Young, Hamilton District Board of Education

6-73

10	FOLIO / 110
OTHER MARKS DATE	
JUL 28 1994	
10	FOLIO / 110



R 840185
R 840189
R 840128

Ontario Municipal Board
Commission des affaires municipales de l'Ontario

The Dufferin-Peel Roman Catholic Separate School Board has appealed to the Ontario Municipal Board under subsection 34(19) of the Planning Act, R.S.O. 1990, c.P.13, against Zoning By-law 88-94 of the City of Mississauga
OMB File No. R 840185

and

The Dufferin-Peel Roman Catholic Separate School Board has appealed to the Ontario Municipal Board under subsection 34(19) of the Planning Act, R.S.O. 1990, c.P.13, against Zoning By-law 89-94 of the City of Mississauga
OMB File No. R 840188

and

Berlen Development Corp. and Draf Buildings Ltd. have brought a motion before the Ontario Municipal Board under subsection 34(25) of the Planning Act, R.S.O. 1990, c.P.13, to dismiss the appeals without holding a full hearing

and

The Dufferin-Peel Roman Catholic Separate School Board has appealed to the Ontario Municipal Board under subsection 34(19) of the Planning Act, R.S.O. 1990, c.P.13, against Zoning By-laws 94-13 and 94-16 of the Town of Caledon
OMB File No. R 840128

and

Village Villas Corporation, Bolton Meadows Corporation, Mary Blason and Ernest Blason have brought a motion before the Ontario Municipal Board under subsection 34(5) of the Planning Act, R.S.O. 1990, c.P.13, to dismiss the appeals without holding a full hearing

COUNSEL:

Brad Teichman	for	The Dufferin-Peel Roman Catholic Separate School Board
Stephen H. Diamond	for	Village Villas Corporation, Bolton Meadows Corporation and Mary Blason and Ernest Blason
Gerald S. Swinkin	for	Berlen Development Corp. and Dref Buildings Ltd.
R. Kent Gillespie	for	The Regional Municipality of Peel
M.G. Meldrum	for	The City of Mississauga
J.D. Ostler	for	The Town of Caledon

DECISION delivered by D.L. Santo and M.F.V. Eger and ORDER OF THE BOARD

The Board consolidated two motion requests to dismiss several separate appeals of the Dufferin-Peel Roman Catholic Separate School Board against two zoning by-laws enacted by the City of Mississauga and two zoning by-laws enacted by the Town of Caledon. All four by-laws would facilitate residential development of the lands to which they apply. The lands owned by Berlen Development Corp. and the lands owned by Dref Buildings Ltd. in the City of Mississauga are both subject to the policies of the Meadowvale West Secondary Plan and to applications for plan of subdivision, draft

approved on January 27, 1984 by the Regional Municipality of Peel. The lands in the Town of Caledon, which are subject to the by-laws under appeal, are covered by Official Plan Amendment 88 (OPAB88), the Bolton South Hill Secondary Plan, and also to a draft plan of subdivision. Both secondary plans established a hierarchy of land uses including the identification of school sites to serve the future community.

The position of the school board, as put by counsel, is that they are not attempting to disrupt the development process, but they are attempting to influence development to occur where there is capacity in existing educational facilities.

On February 15, 1984, the Separate School Board adopted a 'Residential Development Evaluation Policy Statement'. The purpose of this policy "is to evaluate residential development applications in light of the availability of adequate school accommodations". The policy sets criteria to determine whether adequate school accommodation is available. It is clear that development applications are to be evaluated using this criteria and that the school board would request that an application be phased or not approved depending on the outcome of this evaluation. The subject by-law appeals were launched because a satisfactory evaluation under this new school board policy was not achieved.

In order to assist in determining the merits of the school board appeals, a review of the provisions of the Planning Act is appropriate and specifically, the case of an official plan which is enacted by a Municipality. At the same time, one must always keep in mind that the school boards are autonomous bodies given certain jurisdictions and statutory obligations under the Education Act and other relevant statutes. Neither municipality or this Board has any jurisdiction over the operation of a school board under the Planning Act. Therefore this Board, as a result of dealing with a particular growth strategy has no jurisdiction to order a school board to build an educational facility or to build it by a certain date. Similarly, the municipality does not have such jurisdiction.

In looking at an Official Plan, there are two ways in which the municipality can provide an opportunity for the school boards to acquire necessary sites to facilitate the

provision of educational facilities. An overall official plan can provide a policy framework and such a framework would establish the requirements for school sites on a population basis. A second way is through a secondary plan which details land uses in a much more refined manner than the former policy framework. In such cases it is traditional to find school sites as well as park sites and other land use designations delineated on the land use schedule of the secondary plan.

In both instances, through the process of the implementation of the official plan, land is reserved for school sites. The available implementation tools include the zoning by-law and in this case there are three by-laws before the Board and through the development process whether it be through a site plan application or, as in this instance, a plan of subdivision. In either instance of determining the appropriateness of a zoning by-law or a plan of subdivision, conformity to the official plan is at issue as well as whether the development is premature. The Board finds no question with the argument put before it by counsel for the school board that prematurity is an appropriate land use consideration.

In addition, the Board finds that as an element of good community planning, that the provision of necessary services, both physical and social, to serve the needs of the future anticipated population should be addressed in the official plan for the municipality. The provision of human services is dynamic yet an official plan may be planning for a 20 year period into the future. A planned residential community must consider the need for school facilities and therefore, should provide the opportunity for the appropriate authority to acquire land in appropriate locations for that future purpose.

In determining the merits of the appeals, it was brought to the Board's attention the comparison between subsection 2(a) and subsection 51(4)(j) of the Planning Act as they relates to the provision of educational facilities.

Section 2 states as follows:

" the Minister, in carrying out his responsibilities under this Act, will have regard to, among other matters, matters of Provincial interest such as,

(e) the equitable distribution of educational health and other social facilities".

In comparing this to Section 51 of the Planning Act, which deals with what matters should be regarded in dealing with a draft plan of sub-division, subsection 51(4) is as follows:

" the adequacy of school sites".

There is no question in anyone's mind that a plan of subdivision deals with the reservation of a school site. Mr. Telchman argued, however, that subsection 51(4)(a) also refers back to matters of Provincial Interest Identified under Section 2 and therefore the issue of education is broadened to the extent that the actual facilities are required to be available to supply the needs of the development rather than just the reservation of a school site. The Board does not agree.

The Board finds that Section 2 relates to those broader areas of planning that are generally canvassed at the official plan stage and which are implemented through the subdivision process. The official plan in fulfilling the requirements of subsection 2(e) should look at the expected population growth, the demographics of that population with regard to school age children and the needs of those children and should provide the opportunity for a school board to respond to that particular population. Should such an official plan be in place, the Board finds that Section 2 then is satisfied at the plan of subdivision stage as long as those policies provide for an equitable distribution of school facilities. Then, once at the plan of subdivision stage, it is sufficient to make sure that particular sites, as needed and as identified through the official plan process are in fact reserved. Given this Board's and a municipality's lack of jurisdiction over a school board to provide the actual education facilities, and given that the school board has a statutory obligation to educate children, the Board finds that the Planning Act does not provide for

the requirement that the actual school facilities be constructed and operational at the time that the development proceeds. In other words, there can be no control by those in the planning process to ensure that the construction of a school occurs.

Traditionally, before tight funding became a way of life, it was very clear that the planning process was to ensure that sites were to be reserved. School boards have, as the Board has indicated, a statutory obligation to educate children. Through the official plan process population growth was identified and demographic features of that population determined to provide school boards an opportunity to plan ahead for that future population. A necessary component of that was to reserve an adequate supply of sites dependant on the amount of children estimated to be generated by future development.

The Board was advised that normally, funding has been through the Ministry of Education and the Board understands that 75% of the site acquisition cost is paid for through funds of the Ministry of Education. Additional costs for acquisition and a school's construction and operating budgets is a combination of Provincial funding and money raised through local taxes. The law has been very clear that the school boards must purchase reserved sites at market value.

There is no question, however, that as money and funds became more limited, the Ontario Legislature enacted the Development Charges Act to assist the school boards as well as municipalities. With regard to the provision of schools, the school boards can, through passing a by-law under the Development Charges Act, apply a levy on a per unit basis which funds go towards the construction of future educational facilities. This is quite a separate and independent statute to the Planning Act.

The Legislature, in the Planning Act, has set up a framework within which school boards can anticipate and plan for additional facilities. The Legislature, through other statutes deals with funding and the raising of capital to construct facilities and operate them.

As the Board understands this matter, the fundamental issue behind these appeals is the lack of funds for the school board to construct the required schools not a site reservation problem. The Board then finds that the school boards should seek remedies through the Ministry of Education and ultimately the Legislature. Such change may fundamentally alter the operation, function and operating complexities of the various school boards. To appeal site specific zoning by-law amendments that implement and satisfy a condition of a draft plan of subdivision, all of which occur under the Planning Act on an ad-hoc basis to delay development as a tactic to seek legislative changes unrelated to the Planning Act and beyond the jurisdiction of this Board, is improper.

While the Board can be very sympathetic to the financial problems being experienced by the school boards, it must point out that all social agencies as well as municipalities are experiencing the same stresses that restraint must bring. However, to argue the inability to fund the purchase and construction of the facility as the major issue to determine prematurity of the by-laws before the Ontario Municipal Board at a public hearing would open for scrutiny before the Board, the individual school board's budget, its competence to employ the funds it had in the past and the efficiency and effectiveness of future budgetary planning and operations.

The Board finds that canvassing such matters at a full public hearing would serve no useful purpose or assist in the determination of the matters at hand. The Board also finds that the delay of the development of these three subdivision developments would not assist the school boards one scintilla in resolving its overall funding and operational problems. In the end result, the Planning Act is clear that it reserves sites through the planning process. Such a hearing would not assist as in these matters, sites have in fact been reserved.

The Board has considered the case law that was put to it by various legal Counsel. A reading of these decisions makes it clear to this panel that the planning process deals with specific site reservations for school purposes and the official plan and

its implementation through various tools should provide the opportunity for the school boards to plan for future facilities and to respond to the anticipated growth.

The Development Charges Act and other statutes deal with funding. If funding and capital resources are the problem as it is with these matters, then the problem should be solved in another forum and not before this Board on the basis of a zoning by-law appeal. The Board here is well satisfied that the planning process that led to the approval of each of the three draft plans of subdivision has adequately provided for the reservation of sites within each of the respective communities, for school purposes. The zoning by-laws before the Board are in response to a condition of draft plan approval of each of these subdivisions.

Therefore, the Board allows the motions and dismisses the appeals by the Dufferin-Peel Roman Catholic Separate School Board against City of Mississauga By-law 88-94 (Borden Development Corp.) and By-law 88-94 (Draf Buildings Ltd.) and Town of Caledon By-law 84-13 and By-law 94-15 (Village Villas Corporation, Bolton Meadows Corporation, Mary Blason and Ernest Blason) and does so on the basis that the appeals provide insufficient grounds. The test of insufficiency pursuant to subsection 34(25) here, relates to the fact that the real issue behind the appeal and the argument of prematurity is funding and as such, is beyond the jurisdiction of this Board and beyond the purview of the Planning Act. The Board finds that subsection 2(e) and subsection 51(4) of the Planning Act are satisfied by the provision of sites and provide an opportunity for the school boards to purchase. The Board finds that no useful purpose would be served in conducting a full hearing of these matters or in the delay of the development of these plans of subdivision.

6-71

- 8 -

R 940165

The Board so orders.

Dated at Toronto this 28th day of July, 1984

"D.L. Santo"
D.L. SANTO
VICE-CHAIR

"M.F.V. Eger"
M.F.V. EGER
MEMBER

7

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 06 11

RE: Road Allowance - Appleblossom Drive Extension - Gourley Neighbourhood

Recommended Action:

Moved by _____
That Board Officials be authorized to enter into a satisfactory agreement with the City of Hamilton for the exchange of lands as an equitable offset to the Board's share of local improvement costs relating to the extension of Appleblossom Drive.

RATIONALE:

The City of Hamilton's Planning and Development Committee adopted a report relating to the extension of Appleblossom Drive in the Gourley Neighbourhood. In doing so, the Board is being requested to address the matter at its June 1998 meeting.

The City's report has been attached for reference purposes and provides a detailed synopsis of the issues considered. Should the Board accommodate the City's request, Appleblossom Drive would be extended northerly by approximately 895 feet adjacent to the east side of James MacDonald school site.

Historically it has been the City Board's position that lands required for municipal road purposes be sold at fair market value. As well, the Board, as a land owner and under local improvements, has been responsible for its equitable share of the cost of roadway construction.

Specifically the City of Hamilton has reconfirmed the continuation of Appleblossom Drive and its need to acquire the necessary lands. As both parties would benefit from a fully serviced roadway, the City is proposing an exchange. The Board would convey lands owned and release any claim on lands not deeded for roadway purposes in exchange for the City absorbing the full cost of road construction and service.

The foregoing recommended action authorizes officials to negotiate a satisfactory agreement with the City of Hamilton. A satisfactory agreement would ensure that associate costs are the responsibility of the City such as legal, driveway access, landscaping, catch basins, grading, drainage, rights of access and the like. This will also include the cost of providing the following services: water, sanitary and storm sewers and sidewalks, if constructed. The City will also be requested to ensure that fire access is not impaired to the site during construction. As well, school buses need to retain their ability to maneuver in the required patterns for the safe delivery and exit of students.

Should a satisfactory agreement be entered into, the City will be able to take full advantage of the summer construction period. The extension of Appleblossom is likely to have a positive impact on land values in the north-east corner of the Board's property. This may lead to future consideration of site development resulting from more marketable lands.

The Board will be apprised of the final outcome of the agreement.

The City's report and the above recommended action has been reviewed by the legal firm of Evans, Philp. Mr. Ian Gordon has concurred with the direction being sought and would be retained accordingly to conclude the terms and conditions of the agreement. School staff have been consulted and feel that the extension of Appleblossom would alleviate congestion and improve traffic flow.

DS/dtg
06/11/98

attach.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558, Hamilton, Ontario L8N 3L1
Telephone: (905) 527-5092, ext. 2622 Facsimile: (905) 521-2517

June 8, 1998

To: The Director of Education and Secretary

From: Ken Bain, Superintendent of Education, County West

Re: *Mountain Schools Barrier-Free Accessibility Plan*

Recommended Action:

Moved by _____ seconded by _____

That the Plant Department proceed with the Mountain Schools Barrier-Free Accessibility Plan (Appendix 1).

Rationale:

In the last year, it came to the attention of the officials that there was no plan to address the needs of students who require barrier-free accessible accommodation in mountain schools. These are not exceptional students who require programming in Orthopaedic classes. They are, instead, students in regular classes whose mobility is made possible by the use of a wheelchair.

There are two classifications of barrier-free accessible accommodation – independent and dependent. Wheelchair students in dependent barrier-free schools continue to rely on other students and staff for some daily activities (to operate doors and drinking fountains). Students enrolled in independent barrier-free schools require minimal assistance and for the most part are independent throughout the day.

A meeting to address the needs of these students was held in February. Carol Campanella-Special Education Project Team Leader, Janice Tomlinson-Assistant Superintendent of Program, Merv Matier-Superintendent of Schools, Mountain, Duane O'Connor-Design Engineer and Ken Bain, Assistant Superintendent of Schools, Mountain were in attendance.

Historically, as students entered the system, principals would request that modifications be made to their school in order to address the needs of particular students. This meant that money was being spent at a number of random locations.

The preferred solution was to create independent barrier-free schools across the entire mountain so that all students could access programs in their home school. Unfortunately, the preferred solution entailed costs that were beyond the scope of the stub year budget.

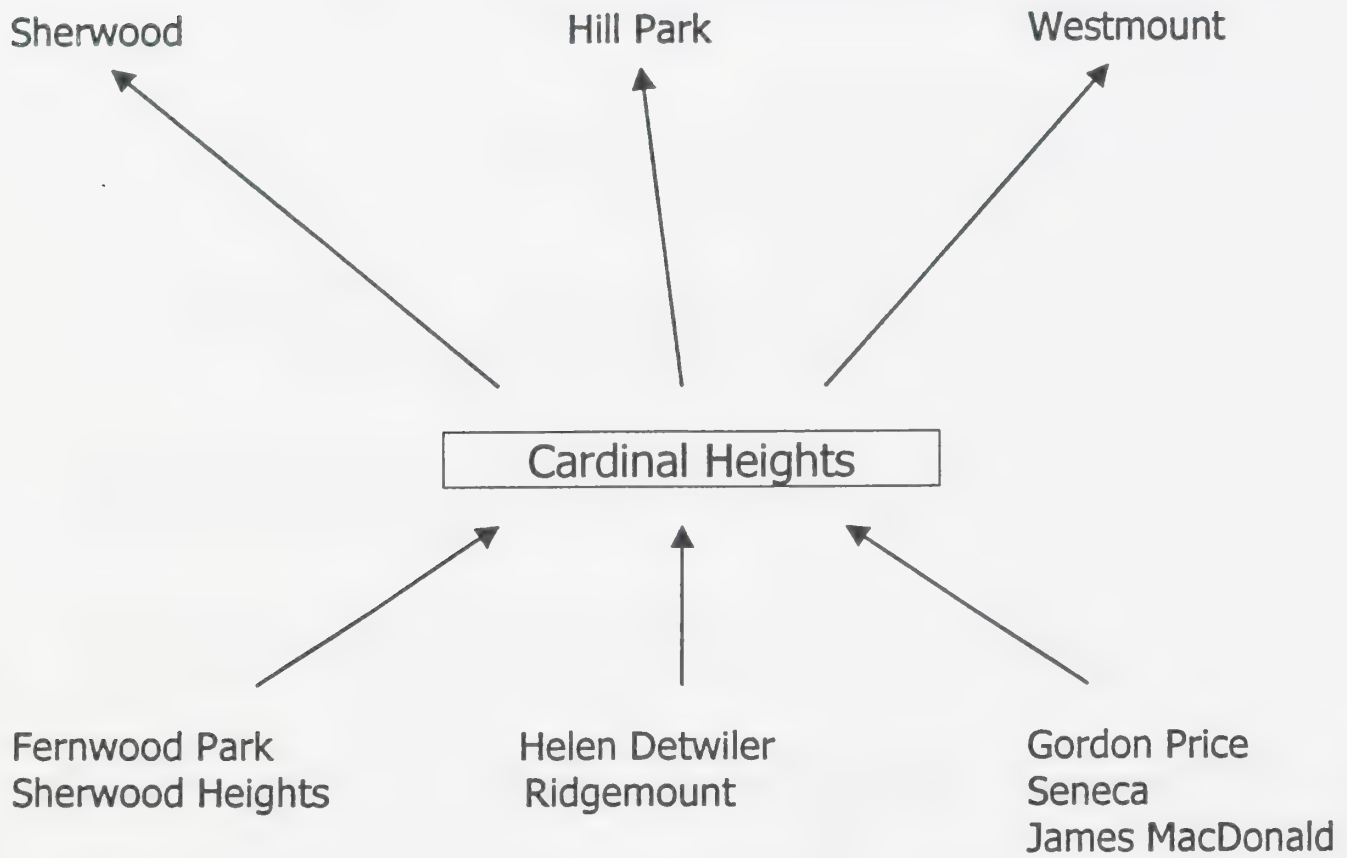
An alternate solution was to develop a strategic plan whereby students would enter a junior school and know the middle and secondary schools they would attend throughout the remainder of their career. Under this proposal, the recommended elementary schools will be dependent barrier-free and the secondary schools will be independent barrier-free.

The project involves establishing seven junior school sites across the mountain. **Sherwood Heights** and **Fernwood Park** on the east mountain, **Ridgemount** and **Helen Detwiler** on the centre mountain and **Gordon Price**, **Seneca** and **James MacDonald** on the west mountain. **Cardinal Heights Middle School** will serve as the middle school through which all students will pass. Students graduating from Cardinal will attend **Sherwood** (west mountain), **Hill Park** (centre mountain) and **Westmount** (west mountain).

This project:

- will be managed within the established Capital Projects budget allocation
- will prevent additional dollars being spent on a school by school basis in the future
- will provide families with the knowledge that their children can attend barrier-free schools.

APPENDIX 1.

Barrier-Free Accessibility Plan

#9

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, P.O. Box 2558, Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092, ext. 2622 Facsimile: (905) 521-2517

June 8, 1998

To: The Director of Education and Secretary

From: Ken Bain, Superintendent of Education, County West

Re: *School Budget Carry Forward*

Recommended Action:

Moved by _____ seconded by _____

That the principals of **Rousseau** and **Fessenden** Schools be allowed to carry forward up to 25% of their school's budget into the 1998-1999 school year, pending Ministry direction.

Background:

County schools have had the surplus/deficit carry forward feature for a number of years. Schools are entitled, without committee approval, to carry forward up to 10% of the surplus from interchangeable lines. In accordance with past practice and established procedures, requests to carry forward an amount in excess of 10% must receive committee approval.

Rationale:

As trustees are aware, staffing and program decisions have been delayed this year. This has, in turn, delayed the textbook ordering process in many schools. Textbook and teaching material shipments may not be received and processed in time to be charged against the stub year budget. In addition, we anticipate receiving new curriculum documents in the fall. These new initiatives will likely require additional resources. The principals of Rousseau and Fessenden have requested that they be permitted to carry forward funds in excess of 10% into the 1998-1999 school year.

#10

1998 06 08

TO: The Director of Education

FROM: P. Gillie, Superintendent of Education
W. V. Urie, Coordinator, Occupational Health & Safety

RE: Annual Report - Occupational Health & Safety

RECOMMENDATION:

1. Moved by _____ seconded by _____
that the Annual Report - Occupational Health & Safety be received for information.

RATIONAL:

An Annual Report on the Occupational Health & Safety Program is to be presented to the Board in June of each year.

It is recognized that a safe work place will promote an environment conducive for learning and working. The Board (Trustees) as well as Executive Council are accountable for Occupational Health and Safety for employees.

The Board has been moving proactively in the area of Occupational Health and Safety. This report provides an overview only of the City experience as summarized in the attached appendices.

Appendix A	Accident Statistics
Appendix B	Overview of Accident Statistics (1997)
Appendix C	Summary of the Occupational Health and Safety Program
Appendix D	New Occupational Health and Safety Initiatives/Challenges for 1998

Report Prepared By; William V. Urie, Coordinator, Occupational Health & Safety

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APPENDIX A

**SAFETY ANNUAL REPORT
ACCIDENT STATISTICS**

	1994	1995	1996	1997	APRIL 1998 (Jan. - April)	APRIL 1997 (Jan. - April)
<u>INCIDENTS</u>						
Lost Time	135	161	136	114	49	42
Medical Aid	241	214	165	150	58	51

WCB ASSESSMENT

Assessment	\$988,000	\$1,145,886	\$1,200,000	Schedule 2 (WSIB)
Actual Cost	\$ 849,802	\$524,367	Schedule 2	

ALL ACCIDENTS BY MAJOR OCCUPATION

Teachers-Secondary	35	22	18	13	4	7
Teachers-Elementary	91	83	71	62	25	21
Education Assistant	30	34	26	29	14	12
Caretakers	68	65	49	43	22	16
Assistant Caretakers	106	85	74	71	21	20
Maintenance	8	5	6	5	0	3

ACCIDENT TYPE

Cuts/Bruise	58	19	17	23	7	4
Slips/Falls	281	102	53	38	28	24
Struck By	126	52	51	31	15	5
Strains	191	89	99	85	36	27
Struck against/Contact	79	35	16	21	7	7

BY LOCATION

Classroom	119	219	72	72	12	22
Portables	7	1	3	5	0	2
Halls	65	99	43	29	6	6
Stairs	36	42	32	19	2	12
Parking Lot	23	30	11	12	4	7
Outside Walkways	17	53	11	20	0	14
Playgrounds	30	37	13	9	2	4
School Trip	5	12	2	5	2	1
Gym	29	36	21	19	4	10

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APPENDIX B

OVERVIEW OF ACCIDENT STATISTICS

INCIDENTS

- * significant decrease in lost time & health care injuries in 1997 compared to 1996
- * lost time injuries to date (April 1998 are higher than the same time in 1997)
- * First Aid statistics are not entered into Data Base

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) ASSESSMENT

- * Moving from schedule 1 to schedule 2, in 1996, resulted in significant savings
- * Human Resources officer responsible for claims management

ACCIDENTS BY MAJOR OCCUPATION

- * Teachers - Elementary (1997) 62 total incidents
Full time employees - 1494

lost time	- 18	slip/fall	- 17
health care	- 44	struck by	- 10
reoccurrence	- 5	strains	- 10

- * Caretakers & Assistant Cartakers (1997) 114 total incidents
Full time employees - 340

lost time	- 60	slip/fall	- 9
health care	- 54	struck by	- 10
reoccurrence	- 40	struck against	- 9
		cuts/bruises	- 5
		strains	- 55

- * Student Aggression
1997
health care - 15
lost time - 5
reoccurrence - 0

1996

health care	- 6
lost time	- 7
reoccurrence	- 2

- decreased over 1996 in lost time injuries, significant increase in health care injuries
- staff more aware and are now reporting
- issue being monitored by Staff and Supervisors (Principals)
- non-violent crisis prevention/intervention development team, has met, programme and training needs being developed

10-3
APPENDIX C

**SUMMARY OF THE OCCUPATIONAL HEALTH AND SAFETY
PROGRAM**

STAFF: *Coordinator Occupational Health and Safety
Safety Technician (0.5)*

Total employees 3844 City (April/97)
Number of work sites 95

ACTIVITIES

Ensure compliance with current legislation and be a resource to Board Staff in regard to Safety Issues and Safety Work Practices.

Coordination and resource to the School Joint Health and Safety Committee

School Joint Health And Safety Committee (SJHSC)

- worker co-chair: **Sue Crawford, Educational Assistant, Delta**
- management co-chair: **Bill Ferris, Vice Principal, Westmount**

The School and Plant Joint Health and Safety Committees have now joined together.

Coordination, training and monitoring of School inspections conducted by the Joint Health and Safety Committee(s)

Workplace Hazard Materials Information System (WHMIS) compliance as it relates to training of all staff, maintaining school WHMIS binders (Material Safety Data Sheets) and preparation of workplace labels. Includes requests for information from schools and emergency follow up.

Assist in the Orientation of all new staff, including supply and casual staff in General Safety, Asbestos and WHMIS. The coordination of regular staff training in the areas of ladders and scaffold, first aid etc.

Conduct Workplace testing and assessment in the areas of indoor air quality, asbestos air monitoring and use of chemicals and substances.

Respond to requests for assistance from schools in relation to emergencies, ie. student or staff health, fires and/or safety concerns.

Conduct workplace accident investigations where necessary.
Last year there were 3 critical injuries to staff.

The Supervisors Safety Manual has been prepared and distributed to all Supervisors (City). Most Supervisors have taken advantage of the 1.5 hour orientation session.

APPENDIX D

NEW OCCUPATIONAL HEALTH AND SAFETY
INITIATIVES/CHALLENGES FOR 1998

- * Occupational Health and Safety Manual for Supervisors, including Principals and Vice- Principals are now in place, inservice continues.
- * Maintain Liaison with the OASBO Health and Safety Committee.
- * Continue towards an Emergency Preparedness Procedure in conjunction with our Municipal partners.
- * The Coordinator, Occupational Health and Safety, represents this Board on the **Hamilton Safety Council**. Current activities includes Citizen Bravery Awards, Road Safety Challenge and Cycle Mania.
- * Amalgamation of Joint Health and Safety Committees (City/County) is planned for September 1998.

#11.

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 06 11

RE: Transportation Guidelines

Recommended Action:

Moved by _____
That the Transportation Guidelines dated May 13, 1998, be implemented on an interim basis until new transportation policies are adopted by the Board.

RATIONALE:

During the past year, transportation policies, procedures and practices have been collaboratively reviewed. Collectively, input has been gathered and evaluated through the County's transportation expertise of Business Management 2000 and City staff. Together the initial steps of forming a consolidated transportation system throughout the Hamilton-Wentworth District School Board have been advanced.

Transportation "Operating Guidelines" evolved out of a need to provide some structure for the upcoming year. The purpose of the guidelines is to form a documented baseline which provide direction to the system and carriers. For example, carrier contracts expire June 30, 1998. Within the guidelines' expectations for contract negotiation and delivery of service are outlined. This provides a consistent and fair approach for all carriers. It also will ensure transportation is in place for September 1998. As well, schools and parents will have a reference point regarding the transportation of students over the new school year. The property transition committee, as a part of its mandate, will make recommendations pertaining to transportation. This committee would be provided with the guidelines in order to assist with their decision-making process.

The adoption of the "Operating Guidelines" will afford an opportunity for assessment prior to formalizing policy. Issues, such as walking distances, safety, eligibility, scheduling and ridership have been referenced in the guidelines and states that existing policies of the County and City remain intact at this time.

Contained within the "Operating Guidelines" are the following sections

- * Code of Conduct on School Buses
- * Transportation Specifications and Scope of Service - September 1, 1998
- * Transportation Policy - Former Wentworth County Board of Education
- * Transportation Policy - Former Board of Education for the City of Hamilton
- * Tri-Board Analysis of Policy

With the adoption of the transportation "Operating Guidelines", applicable sections will be shared with users for the purpose of reference, guidance and feedback. When formal transportation policies are drafted, they will be presented through committee for approval by the Board.

DS/dtg
98/06/11

Hamilton-Wentworth District School Board
Transportation Operating Guidelines - May 13, 1998

The Hamilton-Wentworth District School Board (hereinafter referred to as the 'Board') will provide transportation from home to school and school to home. This transportation will be defined as the regular home to school morning, midday for program only (eg. kindergarten, special ½ day placement etc.) and the return school to home afternoon trips. A regular trip is that which is scheduled to coincide with the normal school bell times.

1. Transportation services will be operated under the direction of the Manager of Accommodation and Planning and follow the reporting structure for this role.
2. Eligibility for transportation service based on distance, will continue as defined by the existing policies of the amalgamated school boards.
3. Eligibility for transportation service based on safety, will continue as defined by the existing policies and past practices of the amalgamated school boards.
4. Eligibility for special transportation service will continue as defined by the existing policies of the amalgamated school boards.
5. The scheduling (eg. bus stop locations, length of travel) of transportation services will continue as defined by the existing policies of the amalgamated school boards.
6. Transportation services will be provided in the most practical and cost efficient manner without compromise to safety.
7. The revised "Code of Conduct on School Buses" will be distributed to every student in September 1998.
8. Transportation for co-operative education purposes may be accommodated on the regular morning or afternoon route:
 - a. where seats are available and;
 - b. at no additional cost to the Board and;
 - c. as scheduling permits.
9. Transportation for work experience purposes (life skills program) may be accommodated:
 - a. where seats are available and;
 - b. as scheduling permits.
10. Transportation for medical escorts (registered nurses, assistants or otherwise designated) provided for students by external agencies will be provided to and from the student's address.
11. Transportation for alternate care placements may be accommodated on the regular morning, midday or afternoon route:
 - a. where seats are available and;
 - b. at no additional cost to the Board and;
 - c. as scheduling permits.
12. In the event of inclement weather including but not limited to snow, fog and ice:
 - a) Transportation may be canceled for one or more schools with the designated schools remaining open.
 - i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.

- ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
 - iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
 - iv) The Public Relations Department will notify the designated media of the inclement weather situation.
 - b) Transportation may be canceled for one or more schools *and* the designated schools are closed.
 - i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.
 - ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
 - iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
 - iv) The Public Relations Department will notify the designated media of the inclement weather situation.
13. In the event of an emergency situation such as lack of heat, flooding etc:
- a) Transportation may be canceled for one or more schools *and* the designated schools are closed.
 - i) The Manager of Accommodation and Planning or designate will contact the appropriate Superintendent of Education to recommend a cancellation of transportation services.
 - ii) The appropriate Superintendent of Education will approve or deny the transportation recommendation *and* determine the state of the school (remain open or close).
 - iii) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
 - iv) The Public Relations Department will notify the designated media of the inclement weather situation
 - b) Transportation may be re-scheduled to depart early from the school at the request of the appropriate Superintendent of Education.
 - i) The Manager of Accommodation and Planning or designate will advise the Public Relations Department of the state of transportation and schools.
 - ii) The Public Relations Department will notify the designated media of the inclement weather situation.
14. The Board reserves the right to engage any operator during an emergency situation to accommodate transportation requirements.
15. The assignment of the routes will follow the existing pattern of the former amalgamated Boards of Education where possible.
- a) Negotiations with the existing operators for services to begin in September 1998 will begin immediately.
 - b) Contract specifications for these negotiations are listed in the attached document. These specifications blend the requirements of both former Boards of Education into a single improved document.
 - c) Contract negotiations will be undertaken in good faith and in the best interest of the Board, students and families and within the transportation funding guidelines of the Ministry of Education and Training.
 - d) Final contract documents will be presented to the appropriate Committee of the Board for review.

16. Parent/guardian volunteers working at the school, carrying written authorization and approval from the Principal, are permitted to ride the school bus to and from school:
 - a) where seats are available;
 - b) at no additional cost to the Board;
 - c) as scheduling permits, and
 - d) abiding by the "Code of Conduct on School Buses"
17. Parents or guardians must supply assistive devices (car seats, booster seats, strollers etc.) for transportation purposes that meet current safety guidelines.
18. Students are not permitted to ride in the front passenger seat of any vehicle with a passenger side air bag supplemental restraint system. The school principal has the discretion to assess the situation and permit front seat ridership where appropriate conditions exist. This guideline applies to school purpose vehicles and volunteer vehicles used to transport students to school activities.
19. Any requests for transportation outside of the existing policies or this operating guideline will not be permitted. Appeals to the guidelines or policy will be directed by the parent, guardian or school representative to the Manager of Accommodation and Planning for a written response. Should the appeal need to be advanced, the Manager of Accommodation and Planning through the Superintendent of Business and Treasurer will refer to Executive Council.
 - a) An administrative report listing the request and detailing the associated cost and reasons for a potential approval or denial will be submitted.
 - b) Exceptions to this guideline will be listed as addendums to future editions such that this report serves as a working document for the 1998-99 school year.
 - c) Exceptions to this guideline will be incorporated into a revised draft Transportation Policy to be submitted to the appropriate Committee of the Board during the 1998-99 school year for implementation effective September 1999.
20. Operating guidelines for the school staff as related to transportation will continue as defined by the existing policies of the amalgamated school boards.
21. Principals must inform the Transportation Department of a medical alert that may affect a student while traveling on the school bus.
22. Student expectations as related to transportation will continue as defined by the existing policies of the amalgamated school boards.
23. Parent expectations as related to transportation will continue as defined by the existing policies of the amalgamated school boards.
24. The Manager of Accommodation and Planning will negotiate a Transportation Contract for September 1, 1998 to June 30, 1999 with the existing operators. An extension beyond this period will be listed in the contract as an option for both the Board and the operator contingent upon policy, funding, performance and transportation requirements. The contract will be presented to the appropriate Committee of the Board for review, change and final approval.
25. Bus operators will meet the scope and level of service listed in the contract for transportation services.
26. Bus operators will comply with all aspects of the Transportation Operating Guidelines and secondly with the existing transportation policies for the amalgamated school boards.

27. Students will be permitted to bring items other than regular school supplies on the bus at the discretion of the bus driver. Items not considered dangerous (eg. sports equipment, musical instruments) will be securely stored following the instruction of the bus driver.
28. The transportation of students for school initiated activities (field trips etc.) will continue as defined by the existing policies of the amalgamated school boards using the appropriate "volunteer driver" form.
29. The use of school safety patrols will continued as defined by the existing policies of the amalgamated school boards.
30. The Board shall review the potential to increase administrative efficiency through the use of electronic transmissions for items such as improved communication and invoicing.
31. The operating guideline is the primary document except where noted in items 2, 3, 4, 5, 18, 20, 21, 25 and 26.
32. The Board shall consider future sharing arrangements where practical and cost efficient with other local school facilities and agencies.

11-5

Appendix 1 - Code of Conduct on School Buses

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West
Hamilton, Ontario

P.O. Box 2558
L8N 3L1

Telephone (905) 527-5092
Fax (905) 521-2536

PASSENGER CODE OF CONDUCT ON SCHOOL BUSES

Your safety depends heavily on your behaviour while travelling on a school bus and as such it is important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviour while travelling on a school bus, for both regular home to school service and field trips, and at transfer points. Remember that school transportation is a privilege that entails certain responsibilities. Since the purpose of the bus (all school purpose vehicles but not limited to buses, taxis, minivans etc.) is to provide a safe means of transportation to and from school, any student whose behaviour threatens the safety of anyone may lose the privilege of using the school transportation service. The Education Act defines the bus as an extension of the classroom. As such, the Principal is responsible for maintaining an appropriate level of conduct and discipline for all riders.

Please:

1. Be on time at your bus stop; the bus will not wait.
2. Conduct yourself in an appropriate manner prior to the bus arrival.
3. Stand well away from the edge of the road until the bus is stopped.
4. Check for oncoming traffic before walking across the road.
5. Board and depart the bus in single file and in an orderly fashion using the handrail.
6. Remain in your seat, facing forward for the entire trip and until the bus comes to a complete stop.
7. Use your designated bus stop.
8. Keep school supplies on your lap and place large items in the area designated by the driver.
9. Conduct yourself in an appropriate manner.
10. Refrain from activities (yelling, fighting etc.) that may distract the driver or endanger the safety of others.
11. Be advised that smoking is not permitted.
12. Be advised that eating or drinking is not permitted.
13. Co-operate with the bus driver and/or student patrollers.
14. Keep your arms, legs and head inside the bus.
15. Do not touch the emergency equipment unless required.

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Education and/or Transportation Department. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school.

Parents or guardians are requested to contact the Transportation Department with any questions or concerns with respect to the safe operation of the school bus. Issues may be taken to appropriate Committee of the Board as needed or upon request.

Authorization for the use of video cameras and the collection and maintenance of personal student information is in the Education Act and in accordance with the Municipal Freedom of Information Act. Users of this information will be the supervisory officers, principals, bus operators and support staff for the intended purpose of providing transportation services to enrolled students.

Note the term "student" refers to all vehicle passengers, eg. school volunteers, staff.

----- ✂ ----- ✂ ----- ✂ -----
This portion to be signed by the parent or guardian and returned to the school.

Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct and the proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pickup until the children board the bus, and when they leave the bus on their return home.

I acknowledge that I have read the Code of Conduct.

Signed: _____
(Parent/Guardian)

(Student - Please Print)

(Room Number)

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Education and/or Manager of Accommodation & Planning. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of the information is the Education Act.

PASSENGER CODE OF CONDUCT ON SCHOOL BUSES (continued)

Suggestions for Parents and Guardians:

1. Immediately notify the Transportation Department at (905) 387-3556 or (905) 387-2737 if you have any concerns or questions.
2. Review the Code of Conduct with your child and ensure that they understand the contents.
3. Advise the Transportation Department if you are moving to a new address that will affect the transportation service.
4. Advise the Transportation Department if your child requires bus service from an alternate address (eg. daycare location). Although transportation is not guaranteed, every attempt will be made to accommodate the request.
5. Listen to a local radio station during inclement weather. Announcements will be made in regard to bus cancellations and/or school closures.
CHML 900
Oldies 1150 and K-Lite FM 102.9
CHAM 820
CKPC 1380 and 92.1 FM
6. Make the final attendance decision for your child in the event of inclement weather.
7. Arrange for a responsible person to meet your child where deemed necessary and appropriate.
8. Know the bus number and bus company that transports your child.
9. Have an alternate plan for your child in the event that you are not at home when they arrive.
10. Advise the Principal if your child has a serious medical alert that should be relayed to the Transportation Department.

Appendix 2 -

Transportation Specifications and Scope of Service - September 1, 1998

Transportation Contract Specifications and Scope of Service - September 1, 1998

1. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 50% of the vehicle base rate.
2. In the event that a school(s) is closed due to a strike or labour dispute involving the employees of the operator, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.
3. The Board reserves the right to secure transportation from any other operator for the duration of a labour dispute involving an operator.
4. In the event that a school(s) is closed due to a strike or labour dispute involving employees of the Board, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.
5. The operator will immediately inform the Transportation Department of any collision or incident which occurs while students are being transported. A written report will be submitted to the Manager of Accommodation and Planning with a copy forwarded to the Transportation Department within 24 hours of the collision or incident.
6. The operator will immediately inform the Transportation Department of any route which cannot adhere to the regular schedule, weather permitting.
7. The operator will provide transportation for students that have missed a connection due to a route delay from the transfer point to their destination.
8. The operator will accept changes to the route schedule, bus stop locations and student assignments as directed by the Board.
9. All vehicles exceeding a 7 person capacity will be equipped with an operable reverse movement alarm.
10. All vehicles must meet or exceed current CSA D250 and D409 standards.
11. All vehicles exceeding a 16 person capacity will be painted in the chrome yellow school bus colour.
12. All vehicles exceeding a 7 person capacity will not exceed as the year of manufacture - 1988.
13. All vehicles less than an 8 person capacity will not exceed as the year of manufacture - 1990.
14. The operator will have an appropriate operating license and shall use a vehicle that is properly licensed.

15. The operator will carry insurance with a minimum amount of \$10,000,000. The Board will be named as an additional insured party. A certificate of insurance for the contract period listing both items will be presented to the Board prior to September 1, 1998. The Board must be notified immediately of any change in the policy or cancellation of the policy. The Board reserves the right to confirm insurance coverage at any time during the contract.
16. A smoke free environment will be present on all vehicles. Drivers are not permitted to smoke in the vehicle at any time prior to students being transported. Residual smoke is prohibited.
17. All routes will be operated as scheduled by the Board. Requests for changes will be considered by the Transportation Department.
18. The operators will conduct route or stop checks at the request of the Board to verify scheduling, timing and safety.
19. Board assigned route numbers will be prominently displayed in the 1st passenger side window of the vehicle.
20. All vehicles must be equipped with an operable two way radio capable of direct contact with the dispatch centre.
21. All drivers must wear an identification badge which includes the following information:
 - a) Company name and logo
 - b) Driver name
 - c) Photograph
22. The operator must supply the driver with an appropriate supply of student misconduct reports for completion and submission to the school principal.
23. The Board reserves the right to increase the kilometres of travel, add a route or delete a route as needed to meet transportation requirements, funding levels or Ministry of Education and Training initiatives or standards.
24. The Board reserves the right to suspend or terminate the contract due to the failure of the operator to meet performance and / or safety guidelines of the Board or appropriate Ministry.
25. The Board reserves the right to obtain alternate means of transportation from any operator for the duration of a suspended contract.
26. The Operator shall conduct criminal background checks for every driver assigned to complete a school trip.
27. The Board reserves the right to place or remove students from any vehicle for any reason.
28. The Board reserves the right to remove a driver from any trip.

29. The Board reserves the right to invoke a penalty equal to the per trip rate or per student rate, for any operator that fails to meet the scheduled service requirements.
30. Invoices for service will be submitted at a rate of 19.0 days per month. Differences to account for additional days of service or inclement weather will be submitted as part of the December and June statements.
31. Video camera housing units will be provided on every vehicle exceeding an 8 person capacity.
32. A limited number of video cameras will be supplied by the Board. Operators may choose to supply additional cameras at their own expense.
33. Video cameras may be used only with the permission of the school principal.
34. Fuel escalation / de-escalation payment will be made or received by the Board for increases or decreases in excess of 10% of the fuel rate on September 1st of each school year.
35. The driver will ensure that every student has disembarked at the conclusion of each trip by completing individual seat checks and a visual check of the entire vehicle floor.
36. The Board reserves the right to audit:
 - a) Company
 - b) Driver
 - c) Vehicle
 - d) Route
37. The Board reserves the right to restrict or limit travel on a road as needed due to speed, volume of traffic or any other safety criteria.
38. This contract will begin on September 1, 1998 and will conclude on June 30, 1999. Start and finish dates are subject to change dependent upon the approval of the 1998-99 school year calendar.
39. The Board reserves the right to extend the contract by June 1999 with the agreement of the operator for either:
 - a) One year term concluding on June 30, 2000
 - b) Two year term concluding on June 30, 2001
 An extension beyond June 1999 will be contingent upon policy, funding, performance and transportation requirements.
39. Rate of payment:

a) 72 passenger:	To be determined
b) Wheelchair accessible minibus:	To be determined
c) Minibus, capacity exceeding 7 persons	To be determined
d) Minivan, capacity less than 8 persons	To be determined
e) Single student	To be determined

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Appendix 3 - Transportation Policy

Former Wentworth County Board of Education

TRANSPORTATION**POLICY STATEMENT**

The Wentworth County Board of Education believes that there are conditions which warrant provision of some type of transportation for pupils. It is, therefore, the intention of this Board to provide transportation for those pupils who, because of lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or other handicaps, would suffer undue hardship as a result of travelling to and from school on foot.

The Board delegates the authority for the implementation of this policy through the Director of Education to the Superintendent of Business & Finance and the Manager of Transportation and Planning.

ADMINISTRATIVE REGULATIONS:

Refer to the accompanying regulations when applying Board Policy on student transportation.

AUTHORITY AND RESPONSIBILITY**THE MINISTRY OF EDUCATION:**

Authority for Boards of Education to transport students and the conditions under which students are to be transported to receive grants to offset the costs of transportation are contained in the Education Act (1980), its regulations and amendments.

THE MINISTRY OF TRANSPORTATION:

Regulations governing pupil safety, licensing, maintenance and inspection of vehicles, and licensing of drivers are the responsibility of the Ministry of Transportation and are contained in the Highway Traffic Act and the Public Motor Vehicles Act.

THE WENTWORTH COUNTY BOARD OF EDUCATION:

It is the intent of this Board to comply with the letter and spirit of those sections of the Education Act that pertain to the transportation of pupils. Although the Education Act places no mandatory responsibility on the Board for such transportation, it does indicate that a Board "may" provide transportation for pupils under various circumstances specified in section 190 of the Education Act. This section, along with section 21 and the Ontario Ministry of Education Form 21-0894 (Revised 06/93) (Instructions re Transportation) shall govern any questions not covered by specific declarations of policy herein.

In order to provide opportunities for all students in Wentworth County and to make the most efficient use of existing school facilities, the Board has accepted the responsibility for providing transportation within the terms of the Education Act and as outlined in the following Policy and Regulations.

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicles Act and this Policy. The Board will encourage the co-ordination of safety programs provided by Provincial and Local Police, and follow-up programs in the schools.

The Board will delegate the authority for the implementation of this policy through the Director of Education to the Superintendent of Business and Finance and the Manager of Transportation and Planning.

THE DIRECTOR OF EDUCATION:

The Director of Education is the Chief Executive Officer of the Board and is responsible for the implementation of policies and procedures formulated by the Board of Education for the supervision of personnel.

THE SUPERINTENDENT OF BUSINESS AND FINANCE:

The Superintendent of Business and Finance is the Supervisory Officer responsible to the Board, through the Director, for:

1. Supervision of the Transportation Office.
2. Developing and administering the Transportation budget.
3. Submission of the Transportation Grant Applications to the Ministry of Education.
4. Co-ordinating contract negotiations with the carriers.

THE MANAGER OF TRANSPORTATION AND PLANNING

The Manager of Transportation and Planning is responsible for:

1. The co-ordination of the day-to-day operation of the Board's transportation system.
2. Planning, producing and reviewing routes and schedules in conjunction with the Principals and Board carriers.
3. Investigating all complaints in respect to transportation or lack of transportation.
4. Approving all transportation requests that conform to the Board's Transportation Policy.
5. Advising the Superintendent of Business and Finance of requests that do not conform to Board Policy.
6. Approving current transportation expenditures.
7. Co-ordinating and consulting with Superintendents of Schools any adjustments or cancellations of bus service that are required prior to the commencement of classes because of inclement weather, or other emergencies.
8. Co-ordinating the notification of the carriers, traffic officers and radio stations in respect to a school closure or early dismissal.
9. Carrying out such other duties as required in the application of the Board's Transportation Policy and Regulations.
10. Assisting in other matters as determined by the Superintendent of Business and Finance.

ELIGIBILITY FOR TRANSPORTATION SERVICES

It is a policy that The Wentworth County Board of Education may provide transportation to and from their assigned schools, for students whenever such transportation is warranted due to one or more factors such as distance from the home to the school, traffic hazards or other safety hazards, the needs of pupils who for physical, or other handicaps require special transportation (other than that normally provided by the Board). Transportation is a privilege and not a right, and may be revoked at the Board's discretion. Throughout this policy, kindergarten refers to both junior and senior kindergarten.

1. In consideration of Section 21 (Appendix 1) of the Education Act, The Wentworth County Board of Education may provide the following transportation services to students who reside beyond:
 - a) 1.6 km (1 mile) for students in Kindergarten & Grade 1
 - b) 3.2 km (2 miles) for students in Grades 2 to 6
 - c) 4.8 km (3 miles) for students in Grades 7 to 12/OAC

2a. Kindergarten Pupils:

- 1) Kindergarten pupils may be transported to and from classes where the distance is considered too great or the route too hazardous.
- 2) Transportation to the morning classes and return from the afternoon classes is to be on the regular buses.
- 3) Kindergarten pupils are expected to share central bus stops with students in other grades (no door to door service).

2b. In Rural Areas:

- 1) Where possible, no students will be required to walk more than 3.2 km (2 miles) from their home gates to a pick-up point.
- 2) Where houses are closely grouped together, students will be required to meet at a central pick-up point.

3. Any child who has physical or other exceptionalities and therefore requires special transportation, other than that normally provided, for whom the Board has medical certification that such transportation is required, may have direct transportation to and from school, subject to the recommendation of the Manager of Transportation & Planning and approval of the Executive Council.

Where possible, transportation for special education students is to be integrated with regular transportation. Transportation for pupils attending schools for the Trainable Retarded is not to be integrated into the regular transportation system except under special circumstances.

4. Students permitted by the appropriate Superintendent of Schools, to attend a school other than their designated school, may be offered transportation on regular school buses where current service and seats are available. Approval for transportation will not be granted beyond the end of the current academic year. Further, the Board makes no guarantee of continuity of service.

Access to special education vehicles transporting exceptional pupils will only be granted with the approval of the Business Management Committee.

5. Parent volunteers carrying written authorization from the principal are permitted to ride the bus to and from school where there is room on the bus.
7. Transportation for students attending a cooperative education work placement may be offered on regular school buses where current service and seats are available.

SERVICES TO BE PROVIDED

The Board will provide transportation to eligible students where appropriate using contracted vehicles or through services provided by public transit. Service provided by the Board will be in accordance with the following conditions of minimum service.

1. Pick-up and Delivery Times (where practical):
 - a) No student in Kindergarten or Grade 1 to 6 will be picked up more than one hour and fifteen minutes before the commencement of classes.
 - b) No student in Grades 7 to 13 will be picked up prior to one and a half hours before the commencement of classes.
2. Length of Time on the Bus (where practical):
 - a) No student in Kindergarten or Grade 1 to 6 will be expected to spend more than 45 minutes on the bus each way.
 - b) No student in Grades 7 to 13 will be expected to spend more than 60 minutes on the bus each way.
3. Transfers (where practical):
 - a) No student will ride on more than two buses while travelling either to or from school.
 - b) No elementary student will be discharged from a bus at a bus transfer point off school property until the bus onto which he is to transfer, has arrived.
4. Combination of Routes:
Secondary and Elementary School students may be transported on the same bus.
5. Exceptional Pupils:
Students who are physically or otherwise exceptional, will receive special attention from the driver, school principal and the Transportation Office.
6. Maximum Number of Students Transported on a Bus:
The Board will schedule service to provide a seat for all students that are expected to travel by school bus. Each vehicle is legally entitled to transport 72 students but a maximum of 48 senior public (7 & 8) or secondary (9 through OAC) will be scheduled for any one bus where practical.
7. Service Changes:
 - a) Route Modification: An advance notice of two weeks will be given to parents/guardians and principals outlining the change and/or the revised bus schedule.
 - b) Route Elimination or Significant Route Alteration:
 1. Parents/guardians and principals will receive a letter three weeks prior to discussion by the Business Management Committee outlining any proposal to eliminate or significantly alter transportation service.
 2. An administrative report detailing the recommendation for service elimination or significant route alteration will be submitted to the Business Management Committee for review. A copy of any letter submitted by concerned parents/guardians will be included with the report.
 3. If the Board supports the elimination or significant alteration of transportation service, a letter outlining the resolution will be forwarded to the parents/guardians, principal, and carrier a minimum of thirty days prior to the elimination of service.

4. Any letter from a concerned parent or guardian received after the Board resolution is approved will be submitted as an information item to the Business Management Committee for further review as warranted.

8. Exceptional & Special Students:

- a) Transportation on vehicles other than regular buses will be provided for:
 - (i) Students who are placed by Board staff in a school program outside of their normal catchment area and for whom regular transportation is not available.
 - (ii) Students who meet eligibility requirements but are unable to use regular transportation as a result of a permanent physical condition where validated by a medical certificate.
- b) School Principal Responsibility - Internal Placements:
 1. For transportation to begin during the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department. A medical certificate must be attached to the request for any student transported as a result of a physical problem.
 2. For transportation to begin at the start of the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department no later than June 30. Request forms must be completed for students who are returning to the school the following year. A medical certificate must be attached to the request for any student transported as a result of a physical problem.
- c) Program Services Staff Responsibility - External Placements:

For students requiring transportation to an elementary or secondary placement outside of Wentworth County, Program Services staff will be required to complete a "Tuition Fee Application - Exceptional Pupil" form (Appendix 7). This form must be received by the Finance Department no later than May 31 for transportation to begin at the start of the next school year.
- d) Transportation Department Responsibility:
 1. The Manager of Transportation & Planning shall review all requests for transportation for internal placements and forward a recommendation to Executive Council.
 2. The Manager of Transportation & Planning shall convey the decision of Executive Council to the Principal.
 3. The Manager of Transportation & Planning shall arrange transportation for all approved external exceptional placements.

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PRINCIPALS

"Every student is responsible to the principal for his/her conduct on the school premises or while travelling in a school bus that is owned by or under contract to the Board." (From Ontario Regulation 262/1988 Sec. 23 (4) (c).

The Principal of a school (or his/her designate), where a transfer point exists, is responsible for the supervision of students while boarding, disembarking, or waiting for a school bus. Problems of discipline on school buses and at transfer points will be handled with the co-operation of the principals involved, and where necessary, in consultation with parents.

A PRINCIPAL SHALL:

1. Make provision for the loading and unloading of the school buses on school property and ensure that those procedures are safely followed.
2. Assist the Transportation Office in obtaining data on students transported to his/her school.
3. Where feasible, in conjunction with the school bus operators and drivers, help to establish and maintain an elementary school bus safety patrol program, in accordance with the Regional Police Safety Division.
4. On receipt of a "Bus Driver's Report to Principal" Student Misconduct Report (Appendix 2) and after consultation with the driver, take whatever measures deemed necessary in regard to the student(s) including the withdrawal of transportation privileges. It is important that parents be informed of a student's misconduct on buses and the resulting disciplinary measures taken and that the driver be notified. If the student's privilege of riding the bus is withdrawn the parents should be informed at once by telephone and subsequently by letter. At the discretion of the principal, the Student Misconduct Report and the letter to the parents may be placed in the student's O.S.R. folder.
5. Ensure that appropriate staff members are familiar with procedures relating to school-initiated activities requiring transportation and the Code of Conduct for Students.
6.
 - a) On parental request or approval, provide the driver with a list of those students who have health problems which may affect them while they are riding on the bus.
 - b) Be responsible for any special attention required by students who are physically, or otherwise exceptional; and see that they are placed aboard the proper bus to return home after the school day is completed.
 - c) Advise the driver of children who must not be permitted to leave the bus unless met by an adult, and what to do in the event that there is no adult at the usual delivery point.
7. Ensure that students registering for the first time receive a copy of the appropriate sections of the Board's Transportation Policy and Regulations, and at the beginning of each subsequent school year a copy of the "Code of Conduct for Students" (Appendix 3). The signed portion of the Code of Conduct is to be retained by the principal.
8. Ensure that as early as possible in September, instruction in appropriate safety practices and evacuation procedures is provided for teachers and students and that they are aware of the Code of Conduct for Students.

9. a) In November of each year and for all new registrations, inform all bused students and their parents of the Inclement Weather Policies and Procedures appropriate to their areas.
b) For all new registrations, issue the bus routings pertinent to each school, as provided by the Transportation Office.
10. Make provision for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

PARENTS

Wherever the word "parents" occurs in this policy, the term "guardians" may be substituted where applicable.

INFORMATION TO PARENTS:

1. Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct for Students on school buses and proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pick up points until the children board the bus, and when they leave the bus on their return home.
2. Parents should be familiar with the "Code of Conduct for Students on School Buses." It will be distributed to parents, through the students, at the beginning of each school year.

STUDENTS

INFORMATION TO STUDENTS:

1. It is expected that every student will behave responsibly, not only while travelling on a school bus, but at pick-up, transfer and drop-off points as well. These are essentially extensions of the school the student attends. While being transported every student is responsible to the principal for his or her conduct.
2. The bus driver is authorized by the principal to supervise the conduct of the students on a school bus and the driver may be assisted by student bus patrols appointed by the principal. Regardless of age, every student will co-operate with and assist the patrols in carrying out their duties. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.
3. Every student will receive a copy of the "Code of Conduct for Students on School Buses" and should familiarize themselves with the policy and abide by the regulations.

The "Code of Conduct for Students on School Buses" will be reviewed and approved on an annual basis.

CARRIERTHE CARRIER SHALL:

1. Operate vehicles for the transportation of students which qualify at all times under the Public Vehicles Act and the Ministry of Transportation School Purposes Vehicles Inspection Legislation.
2. Understand that the Board, or its representatives, reserves the right to call in an independent mechanic or the Ministry of Transportation at any time to complete a Safety Standard Certificate on any vehicle being used on routes under contract to this Board. If the vehicle passes inspection, the Board will pay the cost of the inspection.
3. Comply with all aspects of Board policy.
4. Ensure that all vehicles used to transport Board students on any Board initiated out-of-school activity, comply with all aspects of Board policies and regulations.
5. Offer at least one safety program annually and ensure that all drivers participate; encourage all drivers to participate in such in-service workshops in group control as may be offered by the Board.
6. Ensure that buses which meet CSA - D250 - M1985 School Bus Standards when purchased, continue to maintain these standards.
7. Ensure that the correct route numbers are prominently displayed in the side window of each bus.
8. Notify the School and the Transportation Office if unable to adhere to the regular schedule.
9. Inform the Transportation Office immediately of any accident which occurs while pupils are being transported. A written report must be submitted to the Transportation Office within 24 hours.
10. Post the emergency telephone number 911 at the front of the bus.
11. Instruct all drivers that no alcoholic beverage may be consumed during a period of seven (7) hours prior to or while driving a school bus, and that smoking is not allowed on a school bus.
12. Co-operate with the principal in developing loading and unloading procedures that are appropriate to the school.
13. Instruct their drivers that they must wear a seat belt at all times while driving a school bus.
14. Instruct their drivers to stop at all railway crossings.
15. Ensure that all buses transporting students who are physically or otherwise exceptional are equipped with the proper passenger restraint devices (seat belts, wheelchair harnesses, etc.)
16. Ensure that all routes are operated as designed by the Transportation Office.
17. Provide or arrange transportation for students to their final destinations when they have missed transfer connections because of a delay beyond their control.

18. Assist the Transportation Office in maintaining data on students transported to their school.
19. Ensure that drivers remain on vehicles at all times when vehicle is student-occupied. Students are not to be left unattended at anytime while they are on the vehicle.
20. Notify the principal of the school(s) involved if there is any change in routing.
21. File with the Transportation Office:
 - a) a list of buses to be used in providing service stating make, model number and year of manufacture, prior to September 1st of each year of the Agreement.
 - b) a list of drivers, and number of their driver's licence, prior to the first school day of each year of the Agreement. All buses transporting students on regular school routes, or field trips, shall have a fully qualified bus driver, who holds either a valid class "B", class "C" or class "E" licence as required, and is at least 21 years of age. Drivers who have/had a health problem of a nature that might affect their driving ability shall present a medical certificate to the bus contractor before returning to work.
 - c) the employees' Workers' Compensation Board numbers.
22. Instruct drivers that they must not pick up or discharge students in the vicinity of a signal traffic light control system except where the bus's flashing lights can be legally and effectively operated.
23. Require drivers to complete a basic first aid course within one year of being hired to drive.

DRIVER

Drivers operating buses in the service of the Board are expected to be considerate and courteous to other motorists and will follow the safe driver habits outlined in the Manual for School Bus Operations, be guided by the Highway Traffic Act and safety suggestions, use common sense and ensure that the rules of the road are applied at all times.

It is the responsibility of the driver to maintain control over the pupils on the bus at all times. The principal or a designate should make provisions for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

IN ADDITION, A SCHOOL BUS DRIVER SHALL:

1. Not pick up and discharge students in the vicinity of a signal light traffic control system except where the bus's flashing lights can be legally and effectively operated.
2. Be licenced by the Ministry of Transportation for Ontario and provide proof of same to the carrier, annually and on change or renewal.
3. Discharge a student only at the student's regular stop, as designated by the Carrier and the Transportation Office. Any exceptions on a regular basis must be registered with the Principal's office. Occasional exceptions for elementary students may be made only if the student presents a note from his or her parents or his or her teacher that is countersigned by the principal. No student, elementary or secondary, is to be discharged at other than a designated stop.

4. a) When a teacher is present -
that teacher is responsible for student discipline and is required to maintain an atmosphere comparable to that maintained in the classroom. When a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a safe location and consult with the teacher on what steps might be taken to eliminate the hazard. It may be necessary that, for the safety of all, they should return to the school.
- b) When no teacher is present -
and when a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a suitable location and advise the student(s) concerned that, in the interest of safety for all, this unacceptable behaviour must stop. The driver at the same time shall advise that if the problem is not resolved, the driver will, where appropriate, return to the school and inform the principal. It shall not be necessary for the driver to repeat this caution. If a student continues to misbehave the driver shall inform the principal as soon as is practical and submit a "Bus Driver's Report to Principal" (Student Misconduct Report) within 24 hours.
5. Where applicable - ensure that exceptional pupils and trainable mentally retarded students are properly seated at all times when the bus is in motion.
- ensure that each trainable mentally retarded student is delivered into the care of a responsible adult. In the event that a responsible adult is not available the student should not be left. The driver shall report to one of the following immediately: the school; the carrier; the Transportation Office.
6. Refrain from consuming any alcoholic beverage during a period of seven (7) hours prior to, or while driving, a school bus.
7. Not smoke nor allow smoking on a school bus when transporting students on a regular or on charter trips.
8. Where bus patrols are on duty the driver should be fully aware of the duties and limitations of patrols.
9. The driver shall not physically discipline a student.

TRANSPORTING EQUIPMENT ON BUSES

1. The Wentworth County Board of Education has established certain conditions governing the transporting of some specific items:
 - a) Skates
Skate blades shall be covered by guards, tied together and carried in a bag. The skates shall be placed on the floor of the bus at the student's feet, unless the driver states they are to be placed elsewhere.
 - b) Skis and Poles
Skis and ski poles may be transported on school buses provided they are stored in a safe and secure place on the buses to be determined by the driver/carrier.
 - c) Hockey Equipment
With the exception of hockey sticks, no hockey equipment shall be transported to and from school on a bus without the special permission of the principal and the driver unless that bus is equipped with suitable storage space. Hockey sticks may be taken to school on Mondays and returned on Fridays provided that they are stored in a safe and secure place, to be determined by the driver.

- d) Musical Instruments
Musical instruments may be transported in cases only, and shall be kept on the student's lap, while the student is on the bus. Large musical instruments are to be stored in an area determined by the driver.
 - e) Curling Brooms
Bristles on curling brooms must be covered.
 - f) Firearms
Firearms or anything of a dangerous nature are forbidden.
2. The decision whether or not to transport other items of equipment or objects to and from schools for use in programs currently in operation or in programs being planned for the future, will be determined in advance co-operatively by the principal and the school bus operator concerned.

TRANSPORTING OF STUDENTS FOR SCHOOL-INITIATED ACTIVITIES

1. School-initiated activities include:
 - a) Activities that are planned as a part of school curriculum and held in school hours.
 - b) Activities that are planned as an addendum to the regular curriculum and are held beyond regular school hours.
 - c) Extra-curricular activities planned as a part of a school's total program or using the school name.
2.
 - a) The principal may use either a volunteered vehicle, a regular school bus or a chartered bus, subject to #20. (b) Carrier, Page 10.
 - b) Trips must be authorized and approved by the Principal or his designate, subject to the following conditions:
 - drivers of volunteered vehicles are required to complete "Volunteer Driver/Vehicle" form (Appendix 4) before approval will be given to transport Board students.
 - record of trip must be filed in School Office and Board Office i.e. destination of trip, name of driver, name of students riding in automobile.
 - rental of automobiles from leasing companies must be leased in the name of The Wentworth County Board of Education.
3. The following procedures shall apply to all trips pertaining to school-initiated activities:
 - a) If a teacher is on a bus, that teacher is responsible for pupil behaviour on the bus. The parent is ultimately responsible for the behaviour of his or her child.
 - b) Students are to know the "Code of Conduct for Students" and be aware they are to follow the code.
 - c) Adults with an excursion will offer all possible help to the driver in an attempt to make the trip as safe as possible.
 - d) Adults in charge should each have a list clearly indicating the students present for the trip. The school office should be notified of absentees before the excursion group leaves the school. Students must be checked each time they enter the bus.
 - e) All passengers must be aware of emergency leaving procedures. Students seated nearest the point of danger are to leave first. The rest should follow seat by seat in sequential order.
 - f) If possible, front and rear seats should remain unoccupied.
 - g) Where appropriate, emergency monitors (two or three) will be appointed in case of an accident. They should know the location of the emergency exits, be responsible to call for help, and be prepared to assist students to leave the bus by emergency exits, if it is necessary.
 - h) While standees are not prohibited on the bus, the Board prefers to keep the number of standees to a minimum.

- i) Non-essential baggage must not be carried by students.
- j) Should a student become ill while on an excursion, the supervising teacher assisted by any other adults on the excursion, should make the necessary arrangements to care for the student. This may mean that the excursion will have to return to the school ahead of schedule. As soon as possible, in any event, the school should be informed. The principal will assume responsibility for contacting the parents.
- k) There will be no smoking on the bus.

SCHOOL SAFETY PATROLS

The Board supports the concept of School Safety Patrols - (Both Foot Patrols and Bus Patrols).

1. The principals of elementary schools may select pupils to act as school safety patrols.
2. Consent of the parents must be obtained in writing.
3. The pupils selected for Bus Patrols shall be mutually acceptable to the Principal, the Bus Driver and Safety Officer. Such pupils shall be from the upper grades and live near or at the end of the bus route.
4. The function of the bus patrol is to assist the driver by reminding pupils of the school bus safety rules, and, where requested by the driver, the patrol may assist students to cross the road.
5.
 - a) If a School Safety Patrol is to be operated, a training program for the members must be carried out in conjunction with the Traffic Safety Officer before these pupils assume their duties.
 - b) Every effort should be made to ensure that the Hamilton-Wentworth Regional Police are aware of any problems in the existing situation with respect to patrols.
 - c) Every effort should be made to ensure that the Board is made aware of any new Patrols and any changes in the existing Patrols for insurance purposes.
 - d) No School Safety Patrol should be removed or reduced in numbers from a designated duty without written recommendation from the Traffic Safety Officer to the appropriate Superintendent of Schools.

PROCEDURES DURING INCLEMENT WEATHER OR OTHER EMERGENCIES AND EXTREME FOG CONDITIONS

Principals shall establish procedures to be followed during periods of inclement weather and other emergencies. The procedures are to be outlined in a memorandum and posted in the school and shall be reviewed with the staff from time to time.

In addition to any general or special procedures dealing with individual situations or schools that may be noted in the memorandum, the memorandum shall include:

- a designated chain of command in the event the principal is absent.
- a copy of the Annual Memorandum from Superintendent of Schools addressed to the principal and designating KEY SCHOOLS and their responsibility in communications.
- a specific reference to the method and arrangements to be used to notify the parents and students of the procedures to be followed during periods of inclement weather and other emergencies.

Where it becomes necessary to consider either closing or not opening a school(s) or arranging an early dismissal because of:

- health or safety hazards involving either the students, or the staff
- inclement weather or extreme fog, to avoid tying up phone lines, fan out procedure to prevail

Principals are to consult the appropriate Superintendent of Schools.

1. SNOW DAY:

- a) In the event that no carriers run, all facilities operated by the Board will be closed automatically. Students and staff will not be expected to make the attempt to get to school/work.
- b) If all carriers serving a school elect to cancel the daily service due to inclement weather, students and staff working that facility will not be expected to make the attempt to get to school.
- c) The decision to temporarily close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
- d) Where the Superintendent's decision in regard to closing or early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussion with the Manager of Transportation and Planning.
- e) Where the Superintendent decides it is advisable to notify the parents through the services of radio stations of closure or early dismissal, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

2. FOG DAY:

- a) In the event that an area(s) is blanketed by fog, the carriers may elect to delay transportation by two hours. Delayed transportation will be announced by Block on the local radio stations by 7:00 A.M.
- b) In the event that transportation is delayed by two hours a second announcement will be made at 9.00 A.M. over the local radio stations to declare either:
 - i) Buses have been cancelled for the entire day.
 - ii) Buses will arrive two hours later than the regular scheduled pick-up time.
- c) In the event of fog, all schools will remain open at regular hours for walking students. Students and staff are expected to make every attempt to safely arrive at school.
- d) The decision to close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
- e) Where the Superintendent's decision in regard to early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussions with the Manager of Transportation and Planning.
- f) Where the Superintendent decides it is advisable to notify the parents through the services of the radio stations, of a two hour delay in transportation and possibly the cancellation of transportation for the entire day, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

11-22

Parents will receive a notice in the Fall of each year, distributed through the students, regarding the cancellation/closure procedures as described in Appendix 5.

Board Revised
Dec. 19/94

APPENDIX 1

Section 190 of the Education Act states that a Board "may" provide transportation for pupils.

Section 21 of the Act, subsection 2(c) states:

A child is excused from attendance at school if,

- a) transportation is not provided by a board for the child and there is no school that the child has a right to attend situated,
 - i) within 1.6 kilometres from the child's residence measured by the nearest road if the child has not attained the age of seven years on or before the first school day in September in the year in question, or
 - ii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the age of seven years but not the age of ten years on or before the first school day in September in the year in question, or
 - iii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the age of ten years on or before the first school day in September in the year in question;

11-29

APPENDIX 2 (sample only)

THE WENTWORTH COUNTY BOARD OF EDUCATION
BUS DRIVER'S REPORT TO PRINCIPAL

STUDENT'S NAME _____ STUDENT'S SCHOOL _____

THE INCIDENT INVOLVED:

- | | |
|-----------------------|------------------------------|
| a) Littering | e) Fighting, scuffling, etc. |
| b) Damage | f) Abusive or unacceptable |
| c) Smoking | g) Other |
| d) Throwing an object | |

COMMENTS:

Date last report filed by the driver on same student:

Date: _____

Driver's Name.

.....
THIS SECTION FOR PRINCIPAL'S USE ONLY
Principal's record of action taken:

Each bus company is required to supply the bus drivers with a supply of misconduct reports.

Appendix 3CODE OF CONDUCT FOR STUDENTS ON SCHOOL BUSES

Naturally your parents and teachers expect you to behave responsibly at all times. Because your safety depends heavily on your behaviour while travelling on a school bus, it is especially important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviour while travelling on a school bus and at transfer points. Where school patrols are on duty you must obey members in charge.

If you break the rules and regulations set forth in the Code of Conduct, the privilege of riding the bus may be withdrawn. The driver has been instructed to report to your principal if you break any one of the rules in the Code of Conduct. Failure to identify yourself to the driver may lead to the withdrawal of the privilege of riding the bus. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.

On receipt of a report of misconduct, the principal will take appropriate action. If the incident is of a minor nature e.g. one that does not endanger the safe operation of the bus, your parents may be notified. If it is your second offence it will be brought to your parents' attention. Third offences draw an automatic withdrawal of the privilege of riding the bus. You are advised that serious or repeated misconduct will be recorded and that the report may be placed in your Ontario Student Record file.

YOU MUST:

- a) Be on time at your bus stop; the bus will not wait.
- b) Stand well away from the roadway until the bus is stopped. Board the bus in single file and in an orderly fashion using the handrail.
- c) If the bus has arrived, and it is necessary to cross the road, check for oncoming traffic before walking across the road.
- d) Be picked up and dropped off only at designated stops, and ride the bus assigned.
- e) Keep books, lunch boxes, etc. on your lap and place large sports equipment in the area designated by the driver.
- f) Give priority seating to the younger students on the bus.
- g) Remain seated until the bus comes to a complete stop.
- h) Leave the bus in single file and in an orderly fashion, using the handrail. If your laneway is directly beside the door of the bus continue up your lane. If it is necessary to walk towards the rear of the bus to get to your laneway, remain on the shoulder of the road in line with the door and at a safe distance from the bus (3 paces), until the bus has gone, then continue along the shoulder to your driveway.
- i) If it is necessary to cross the road, line up in single file and when everyone is off, walk along the shoulder for 5 paces, then cross the road in front of the bus while continuing to check for oncoming traffic.

YOU MUST NOT:

- a) Put your arms or head out of the windows.
- b) Throw objects inside of the bus, nor from the bus windows.
- c) Damage the bus nor eat, scuffle, fight or use profanity on the bus.
- d) Distract the driver in any way.
- e) Touch the emergency door or emergency equipment except in cases of emergency.
- f) Smoke on the bus. (Drivers are required to report all offenders)
- g) Carry or transport animals or any object which may be deemed dangerous or objectionable, without the express permission of the principal in consultation with the driver.
- h) Attempt to board or be discharged from a school bus in the immediate vicinity of a signal light traffic control system (red and green stop light). The Highway Traffic Act prohibits the operation of the school bus flashing lights under these circumstances.

PARENTS/GUARDIANS ARE REQUESTED TO BRING DIRECTLY TO THE ATTENTION OF THE APPROPRIATE COMMITTEE OF THE BOARD ANY QUESTIONS OR CONCERNS WITH RESPECT TO THE SAFE OPERATION OF THE SCHOOL BUS

(detach and return this portion)

This portion to be signed by the parent or guardian and returned to the school.

Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct and the proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pickup until the children board the bus, and when they leave the bus on their return home.

I acknowledge that I have read the Code of Conduct.

Signed: _____

(Parent/Guardian)

(Student - Please Print)

(Room Number)

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Schools and/or Manager of Transportation & Planning. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of this information is the Education Act.

(1994 03 21)

Appendix 4

THE WENTWORTH COUNTY BOARD OF EDUCATION
TRANSPORTATION OF STUDENTS FOR SCHOOL INITIATED ACTIVITIES
VOLUNTEER DRIVERS - VOLUNTEER VEHICLES

11-31

This form must be completed before any volunteered vehicle may be used to transport students on a school related trip, and must be returned to the teacher in charge of the trip prior to the start of the trip.

IN THE EVENT OF AN ACCIDENT WHILE DRIVING ON BOARD BUSINESS, THE INSURANCE ON THE VEHICLE IS PRIMARY COVERAGE. THE BOARD'S LIABILITY INSURANCE PROVIDES ADDITIONAL PROTECTION FOR VOLUNTEERS BY PROVIDING EXCESS COVERAGE FOR JUDGEMENTS THAT EXCEED THE LIABILITY INSURANCE COVERAGE ON THE VEHICLE TO A COMBINED LIMIT OF \$12,000,000.

Trip Origin:

Trip Date:

Trip Destination:

a) To be completed by students, teachers or adult volunteer drivers

It is understood that I am a licensed non-probationary driver and that my car, license plate number _____, is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry \$1,000,000 of liability insurance). I am willing to transport students to and from the event listed above. I believe that my vehicle is in safe working order and I also agree to insure that the number of occupants in my vehicle will not exceed the number of seatbelts in my vehicle. I will ensure that my passengers are buckled in at all times. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

Date

Signature of Driver

b) To be completed by car owner (if not the same as above)

This is to certify that _____ (full name of volunteer driver) is authorized to use my private vehicle, license plate number _____ to transport students to and from the event listed above. It is understood that the vehicle is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry \$1,000,000 of liability insurance) and is considered to be in safe working order. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

Date

Signature of Owner

c) Authorization - to be completed by the Principal or Principal's delegate

The above driver is hereby authorized to use the private vehicle described above to transport students to and from the above activity. The driver/owner of the vehicle has indicated satisfactory licensing and insurance coverage, and authorization has been given on the understanding that the driver will comply with the seating and seatbelt rules, and will operate the vehicle in a safe manner.

Date

Signature of Principal/Delegate

11-32

Appendix 5a

September 15, 1995

Dear Parent/Guardian:

When schools are closed and buses cancelled due to extreme weather, or buses delayed by two hours as a result of severe fog, details will be announced by the local radio stations. The schools affected will be identified by their Block number.

If the schools in the block within which you reside are closed, your child will not be expected to attend a school which is located in another Block. Similarly, if the schools in the block within which your child attends are closed, your child will not be expected to attend that school. This applies to students attending regular and special placements.

If the school which your child attends is closed for the full day, the announcement will be made on the local radio station by 7:00 a.m. whenever possible. If the school which your child attends is to close early, the announcement will be made by 12:30 p.m. If the buses are delayed in the morning by two hours as a result of severe fog, the announcement will be made by 7:00 a.m. A second announcement will be made at approximately 9:00 a.m. confirming the two hour delay or cancelling bus service for the day. If the normal pick-up time is 7:45 a.m. the bus will arrive at approximately 9:45 a.m. if service has not been cancelled. All schools remain open at the normal times during fog conditions.

No child should wait outside in bad weather if a bus is late. Buses may be delayed upwards of 30 minutes if traffic is moving slowly as a result of foul weather conditions. You are the best judge as to the length of time your child should wait outdoors.

We ask that you as parents/guardians:

- Tell your child what to do if he/she is dismissed from school early.

- Make plans for a neighbour to care for your child if you are not at home.

- Arrange a place near the school with friends or relatives where your child may stay overnight in very bad weather. This is especially important for secondary students who are required to travel longer distances to school.

- Know the Block number in which you reside and the Block number for the school your child attends.

For specific information on closures call: 573-3580.

Do not call the radio station, bus company or Board Office.

Block numbers for the schools, bus companies and radio stations which announce school closures are listed on the reverse side of this letter. Please keep this notice for future reference.

We thank you for your help.

Yours very truly,

THE WENTWORTH COUNTY
BOARD OF EDUCATION

Dennis Webb,
Superintendent of Business
and Finance

/snowfog

Appendix 5b

THE WENTWORTH COUNTY BOARD OF EDUCATION
Block Identification

Block 1

Flamborough Centre
 Balaclava
 Mary Hopkins
 Guy Brown
 Waterdown High

Block 2

Millgrove
 Spencer Valley
 Greensville

Block 3

Beverly Central
 Dr. J. Seaton
 Sheffield
 Queen's Rangers
 Lynden
 Jerseyville

Block 4

Yorkview
 Pleasant Valley
 Dundana
 Central Public
 Central Park
 Highland
 Parkside
 Dundas District

Block 5

Ancaster High
 Ancaster Senior
 Fessenden
 Grange
 C.H. Bray
 Rousseau

Block 6

Mount Hope
 Bell-Stone
 Bellmoore
 Parkwood
 Billy Green
 Tapleystown
 Mount Albion
 Janet Lee

Block 7

Winona
 Mountain View
 Eastdale
 Memorial
 Collegiate
 Green Acres
 R.L. Hyslop
 Saltfleet
 Orchard Park

Block 8

Glenwood

Bus Companies:

Attridge Transportation, 521-0321
 Caledonia Transport, 570-8794
 Laidlaw Transit Limited - Ancaster Division, 522-3232
 Laidlaw Transit Limited - Cambridge Division, 1-519-623-4995
 Sharp Bus Lines Limited, 528-3998
 Wills Bus Lines Limited, 545-1515

Radio Stations:

CHML 900
 Oldies 1150 / K-Lite FM 102.9
 CHAM 820
 CIAM 960
 CKPC 1380 / 92.1 FM

11-34

Appendix 4 - Transportation Policy

Former Board of Education for the City of Hamilton

TRANSPORTATION POLICYPREAMBLE

The Board recognizes that it is the responsibility of parents/guardians to send students to schools. At the same time the Board recognizes that it has a responsibility to support parents/guardians in their endeavors. In some cases distance, traffic and safety conditions, age of students, and students with identified physical disabilities and/or deemed exceptional may allow the Board to exercise the permissive legislation to provide transportation to and from school for its resident day school students. In most instances, transportation is not to be considered a right, but a privilege. As such, it may be withdrawn at any time if a student's inappropriate behaviour is detrimental to himself/herself or to the safety or well being of others and to the operation of the school vehicle.

AUTHORITY

Education Act: Section 166 - Transportation

"A board may provide for....."

Section 17 - 48 - School Attendance.

Section 20 - Compulsory Attendance.

"A child is excused from attendance at school if - Section 20 (2) (c) transportation is not provided by a board and there is no school that he has the right to attend situated....."

Grade/Level	Age	Distance
JK	4	1.6 km if under 7
SK	5	
1	6	
2	7	3.2 km if 7 years of age and under 10
3	8	
4	9	
5	10	
6	11	4.8 km if 10 or older
7	12	
8	13	
+	+	

Ontario Regulation 262, section 23 (1,2,3,&4)

Section 23 (1)(b): "A pupil shall exercise self-discipline"

Section 23 (4)(c): "Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board"

POLICY STATEMENTS

1. Eligibility for transportation is according to policy.
2. Student transportation, not provided for within this policy, may be provided upon approval of the Office of the Director and Superintendent of Finance and Treasurer.
3. Every effort will be made to establish routes in order that students will not spend more than one hour in transit each way on Board-provided transportation.
4. Pick up points for transporting students to school will be utilized wherever practical having due regard for safety.
5. (a) Transportation will be arranged in conjunction with the student's instructional time.
(b) Every attempt will be made to ensure no student shall be picked up later than fifteen (15) minutes after regular dismissal unless there are extenuating circumstances.
6. (a) The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicle Act and this policy.
(b) The design and operation of the transportation system shall endorse the objectives of safety, efficiency and economy while at the same time maximize our entitlement to applicable provincial grants.
7. Students will be accommodated according to the safe capacity of the vehicle.

GLOSSARY OF TERMS IN CONNECTION WITH TRANSPORTATION POLICY

1. Attendance Area - is the residential area from which the students are assigned to a school for their education.
2. Community School - is the school that the student would attend within the designated attendance area.
3. Mode of Transportation - recognizes the most normalized, best suited to the individual student's needs and the least costly.
4. Optional Attendance - permits a student to attend a school outside the attendance area providing staff and space are available. No transportation is provided.
5. Pick-up Point - is that designated point where the student boards the bus for transportation to school or exits from the bus on the way home from school. The pick-up point will be determined by the Transportation Department in consultation with the school principal.
6. Transportation Report is an annual report submitted to the appropriate committee.
7. Unusual Traffic Conditions - exist where in the opinion of the Principal and Supervisor of Transportation in consultation with the police and appropriate municipal officials, the student would face traffic conditions which would endanger the safety of the student.
8. Walking Distance - is the shortest, safe walking route measured along sidewalks, roadways and paved pedestrian walkways from school property line to home property line.

TRANSPORTATION POLICY PRIMARY/JUNIOR

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOLA. Primary/Junior

1. Students who live in excess of 1.6km from the designated school will receive transportation based on the following criteria:
 - a) enrolled at a Primary/Junior School as designated by this Board (excluding French Immersion)
or
 - b) enrolled at a school other than the community school due to an I.P.R.C. placement
or
 - c) for safety reasons to be determined by the Principal and the Supervisor of Transportation
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.
4. No transportation will be provided for those students, who by choice, attend a school other than their community school area.
5. Student eligibility is from the home address only. Junior and Senior Kindergarten students will not be transported outside the attendance area of the school.

TRANSPORTATION POLICY MIDDLE SCHOOL

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

B. MIDDLE SCHOOL

1. Students who live in excess of 2.4 km from the designated school will receive transportation based on the following criteria:
 - a) enrolled at a Middle School as designated by this Board
(excluding French Immersion)

or
 - b) enrolled at a school other than the community school due to an I.P.R.C. placement

or
 - c) for safety reasons to be determined by the Principal and the Supervisor of Transportation

or
 - d) enrolled at an alternative education school
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.
4. No Transportation will be provided for those students, who by choice, attend a school other than their community school.

11-2/0

6

ELEMENTARY SCHOOL TO SCHOOL TRANSPORTATION

Transportation arrangements are made by the Transportation Department upon receipt of the schedule of trips from the schools.

Primary and Junior School students enrolled in English as a Second Language Program and living in excess of 1.6 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

Middle School students enrolled in English as a Second Language Program and living in excess of 2.4 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

OTHER ELEMENTARY TRIPS

All other trips are the responsibility of the appropriate department.
eg. Outdoor Education

TRANSPORTATION POLICY SECONDARY SCHOOL

Students eligible for transportation will receive public transit tickets unless individual circumstances warrant another mode of transportation. Individual circumstance must be approved by the Principal and the Supervisor of Transportation.

HOME TO SCHOOL

1. Students who live in excess of 3.2 km from the school will receive transportation based on the following criteria:
 - a) enrolled at a Secondary (Vocational) School
or
 - b) enrolled at a Secondary (Composite) School due to I.P.R.C. placement or enrolled in the basic level programme
or
 - c) enrolled at G. P. Vanier Secondary (Composite) School
or
 - d) enrolled at an Alternative Education School
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Where a student is enrolled at a school for programme, location or choice the student/parent is responsible for transportation.

SECONDARY SCHOOL TO SCHOOL TRANSPORTATION

With the approval of the Principal and Co-op monitor, public transit tickets will be issued to students not receiving an honourarium and participating in the Co-op Programme within city limits. Individual circumstances may warrant another mode of transportation.

Students enrolled in English as a Second Language Program and living in excess of 3.2 km. from the school, will receive public transit tickets.

Students on SALEP will be considered for public transit tickets.

TRANSPORTATION POLICY TRAINABLE RETARDED

Students will be provided with a mode of transportation that is most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOL

Students enrolled at an Elementary or a Secondary School are eligible..

SCHOOL TO SCHOOL

Arrangement will be made by the Transportation Department upon receipt of the approved trip sheet.

A minimum notice of one week is required.

OTHER TRIPS

A trip beyond the realm of community based curriculum, may be arranged on a cost sharing basis.

11-43

ELIMINATED SEPTEMBER 1996
TO BE REVIEWED

9

SUPERVISOR OF TRANSPORTATION

1. Organize and plan school bus routes and schedules and determine need for additional buses or deletion of existing routes.
2. Approve transportation requests for students requiring special services in accordance with Board policy.
3. Allocate transportation to carriers.
4. Ensure the carriers are fulfilling requirements as set out by the Board.
5. Co-ordinate the day to day operation of transportation.
6. Investigate and resolve complaints from principals, parents and carriers.
7. Provide annual in-service program for bus supervisors.
8. Establish a bus evacuation program.
9. Prepare and control transportation budget.
10. Complete grant forms for the Ministry.
11. Negotiate rates with carriers.
12. Recommend changes to Transportation Policy.

11-44

ELIMINATED SEPTEMBER 1998
DUTIES TO BE REASSIGNED

10

BUS SUPERVISOR

1. Ensure that the students adhere to the Code of Conduct. (Op. 15)
2. Report discipline problems promptly to the principal.
3. Ensure the students remain seated while the bus is in motion. (seating plan may be prepared)
4. Ensure Junior and Senior Kindergarten students are loaded before the older students when leaving school and unloaded after the older students upon arrival at school. (It is preferable to seat the younger students at the front of the bus)
5. Ensure students board and leave the bus in an orderly, safe manner.
6. Ensure students behave in such a manner as not to distract the driver or endanger other students.
7. Ensure students are released only at the designated stop. A parental request approved by the principal must be received before a student can be released at a different stop.
8. Ensure a responsible adult is present to receive a Junior Kindergarten student at the designated stop, unless other arrangements have been made by the parent with the principal. Request the driver to radio dispatch for further instruction if student is not met.
9. Inform the Transportation Department and principal of stops no longer required, unsafe stops or unauthorized route or schedule changes.
10. Check the end of each run to ensure that all students and belongings are off the bus.
11. Participate at the annual In-Service and Safety Bus Evacuation programme.

DRIVER

1. Ensure all passengers, except those transported in a regulation chrome yellow school bus or other buses used for school trips, must wear seat belts at all times. It follows that the number of passengers in the vehicle will be limited to the number of seat belts available.
2. Each driver shall have, and maintain in good standing at all times, licenses required by the Public Vehicles Act or any Municipal By-law.
3. The driver will not smoke, eat or drink while transporting students.
4. Profane or abusive language in front of the students will not be tolerated.
5. Drivers are not to reward or physically discipline students in any way. Inappropriate behaviour is to be reported to the Principal. (unless a bus supervisor is present)
6. When leaving the vehicle, the vehicle ignition is to be turned off and the ignition key removed.
7. All breakdowns or delays which cause the students to arrive later than usual at school or at home must be reported by the driver to the Supervisor of Transportation in time to notify the principal on the trip to school, or the parent on the trip from school.
8. All vehicle accidents which occur while students are in transit must be reported immediately to the Supervisor of Transportation (521-2528), to be followed by a written report. No student is to be released from the scene of the accident until cleared by the police.
9. The driver is responsible for the safe operation of the vehicle.
10. Permanent driver changes are to be reported to the Supervisor of Transportation.
11. No unauthorized stops are to be made by drivers.
12. The driver will not change the bus route or schedule as set out by the Supervisor of Transportation.
13. The driver will not take schedule/address changes from the parent or student. Such changes must be received from dispatch.
14. The driver has the right to refuse a request to open bus windows.
15. Arrival and departure time must be adhered to.

ROLE CLARIFICATION**Principal (Elementary/Secondary)**

1. Determine students eligible for transportation in accordance with the Transportation Policy. In cooperation with the Supervisor of Transportation resolve areas not covered by policy.
2. Assume responsibility for discipline while student is in transit on a Board operated vehicle. Has the right to withdraw the transportation privilege.
3. Ensure that the Transportation Department is informed of student information:
 - address change
 - withdrawal date
 - change to public transit
 - examination schedule
4. Ensure the safety of students by proper supervision of loading and unloading from the school bus.
5. Ensure the Code of Conduct (OP15) is received by every parent and explained to every student annually.
6. Ensure that the bus routes and schedules are not changed other than by the Transportation Department.
7. Ensure the Transportation Department is informed when the number of bus riders reaches capacity.
8. Ensure that teachers do not detain a student receiving transportation unless alternative arrangements have been made.
9. Ensure that students, who have been determined to need supervision are supervised upon arrival and departure.
10. Assist the Transportation Department in providing a safety bus evacuation programme on a regular basis.
11. Provide direction and support to the bus supervisor.
12. Adhere to Operating Procedure - OP 15 (attached)

N.B. #'s 3,4, and 9 may be delegated by the principal to the Transportation monitor.

PROCEDURES

13

1. Meeting Vehicles

a) The Principal or Transportation Monitor(s) are responsible to ensure the following groups of students are met upon arrival on the school grounds: (Except where this action would conflict with the specific goals agreed upon for these students.)

- Multiple/Assessment
- Autistic
- Behaviour Exceptionality
- Physically Handicapped
- Trainable Retarded/Developmentally Delayed
- Visually Impaired
- Hearing Impaired

b) Junior Kindergarten students must be met upon arrival on the school grounds.

- A responsible adult must wait at the bus stop to ensure the student safely boards the bus and must meet the student upon arrival at home or the designated bus stop.

c) Students transported by taxi/van will not be released from the vehicle unless an adult is present. Failure by the Transportation Department to secure an emergency placement for the student will result in the student being taken to the C.A.S.

2. Discipline

a) Students riding on school buses are to receive the Code of Conduct form annually. (OP15)

b) Students riding in any vehicle contracted by the Board must exhibit acceptable behaviour.

Students and parents are to be informed that transportation is a privilege and will be withdrawn when the safety and well being of other students is adversely effected.

c) Students are responsible to the principal while riding in a vehicle contracted by the Board. Infractions will be reported to the principal by the bus supervisor, taxi/van driver or the Transportation Department.

3. Stop Changes

Suggested bus stop (pick up point) changes must be directed to the Supervisor of Transportation.

4. Special Requests

a) Parents requesting a different drop off address must contact the Transportation Department for approval. The carrier or driver is not to be contacted directly.

b) Students wishing to get off the bus at a different stop must have a note from the parent and approval of the principal. When the bus has a bus supervisor, the approved note must be in his/her possession or the student will be taken to the regular stop.

c) Students will not be picked up/taken to doctor or dentist appointments.

5. Student Information

Entries
Withdrawals
Transfers
Address Change
Program Change

All above changes must be communicated directly with the Transportation Department.

6. Missed/Late Vehicle

a) The Transportation Department is to be notified by the school when a vehicle is 10 minutes late. Do not call the carrier.

b) No second vehicle will be sent if a student is not ready when the vehicle arrives at his home.

If the student misses his/her vehicle at the school no replacement vehicle will normally be sent.

c) When students are going on a trip, the Transportation Department must be informed if the expected return time is later than the scheduled departure time of the regular transportation.

7. Accidents

a) It is the responsibility of the carrier to report all accidents to the Supervisor of Transportation. The principal will be informed by the Transportation Department.

b) No student is to be released from the scene of the accident until cleared by the police.

c) It is the responsibility of the principal to inform the parent and to complete student accident forms if required.

d) The Supervisor of Transportation will receive detailed reports from the carrier and police.

e) Emergency Measures - need to expand.

11-49

Appendix 5 - Tri-Board Analysis of Policy

Appendix 1
Policy, Procedure and Administrative Regulation Comparison

	<u>Wentworth</u>	<u>Hamilton RCSS</u>	<u>Hamilton</u>
Student transportation provided	Yes	Yes	Yes
Type of transportation			
- contracted school bus	Yes	Yes	Yes
- municipal public transit	Yes	Yes	Yes
- taxi / minibus	Yes	Yes	Yes
Busing provided out of the home catchment area	No	No	No
School excursions (Charter trips)			
- responsibility of principal	Yes	Yes	Yes
Code of conduct for students on school buses	Yes	Yes	Yes
Transportation cancelled due to inclement weather	Yes	Yes	Yes
Radio notification of school/bus cancellation	Yes	Yes	Yes
Changes as a result of road construction	No	Yes	Yes
Standeers	No	No	No
Transportation for temporary medical reasons	No	No	No
Transportation for exceptional students (with an IPRC)	Yes	Yes	Yes
Transportation for other reasons:			
- enrichment/gifted program	No	No	Yes
- french immersion	No	Yes	No
- English, second language	No	No	Yes
- safety	Yes	Yes	Yes
- special consideration	Yes	Yes	Yes
Junior kindergarten midday transportation (Note: Wentworth, alternate/full day program)	No	Yes	Yes
Senior kindergarten midday transportation (Note: Wentworth, alternate/full day program)	No	Yes	Yes
Bus stops & routing managed by transportation department	Yes	Yes	Yes
Issue public transit passes / tickets	Yes	Yes	Yes

Appendix 1 (cont.)
Policy, Procedure and Administrative Regulation Comparison

	<u>Westworth</u>	<u>Hamilton RCSS</u>	<u>Hamilton</u>
Bus Breakdowns			
- operator to inform transportation department	Yes	Yes	Yes
- operator to inform school	Yes	No	No
- transportation department to inform school	No	Yes	Yes
- operator to provide alternate bus	Yes	Yes	Yes
Outline of student responsibility	Yes	Yes	Yes
Outline of principal responsibility	Yes	Yes	Yes
Outline of driver responsibility	Yes	Yes	Yes
Outline of parent responsibility	Yes	Yes	Yes
Walking Distance Requirement	Yes	Yes	Yes
- Junior Kindergarten	1.6	1.2	1.6
- Senior Kindergarten	1.6	1.2	1.6
- Grades 1 - 5	3.2	1.6	1.6
- Grade 6	3.2	1.6	2.4
- Grades 7 - 8	4.8	1.6	2.4
- Grades 9 - 12	4.8	N/A	3.2
Length of time on bus	Yes	Yes	Yes
Limit number of students per bus	Yes	Yes	Yes
Student Bus Safety Patrollers	Yes	Yes	Pending
Sporting equipment requirement	Yes	Yes	No
Notification of service changes (bus stop or route)	Yes	Yes	Yes
Video cameras on school buses	Yes	Pilot	Pilot
Advertising on school buses	Yes	No	No

*12

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1998 06 11

RE: Community Use of Board Facilities

Recommended Action:

Moved by _____

That the policy and associated administrative guidelines pertaining to community use of Board facilities/properties be referred to the Joint Advisory Committee.

Recommended Action:

Moved by _____

That a transition committee be constituted for the purpose of developing

- a rate schedule for the application of user fees
- a standardized rental permit including terms and conditions
- a reciprocal agreement with municipalities for the no cost exchange of facilities

RATIONALE:

Community and municipal use of Board facilities and properties has been enjoyed to the benefit of all parties. It is recognized that Board facilities and properties will continue to be in demand throughout all municipalities within the Region of Hamilton-Wentworth. For a consistent and co-ordinated approach upon which all parties could rely; policy and process needed to be developed.

To this end, a committee reviewed issues and events of the previous County and City Boards. The facility use committee consisting of

- Brian Cooper - Elementary Principal Representative - County
- John Deven - Secondary Principal Representative - County
- Daryl Sage - Board Representative - City
- Bruce Thomsen - Board Representative - County
- David McIsaac - Principal Representative - Adult & Community Education - City
- Eric Hipkiss - Elementary Principal Representative - City
- Judy Watson - Secretary - County

formulated a policy statement supported by administrative guidelines for the purpose of providing a community use framework for the Hamilton-Wentworth District School Board.

The recommended policy and guidelines have been vetted through each members' representative group and supported by executive council. Endorsement by Board will establish a community direction and will enable the next critical step in the process to be initiated.

It is anticipated that the transition committee will be in a position to bring forward recommendations to Board early in the new year. Until such recommendations are forthcoming and subsequently adopted, existing County and City practices will guide the current community and municipal use of Board facilities and property.

DS/dtg
98/06/11

attach.

12-2

The Hamilton-Wentworth District School Board

POLICY

DRAFT

COMMUNITY USE OF BOARD FACILITIES/PROPERTIES

POLICY:

It is the policy of the Hamilton-Wentworth District School Board to make its facilities/properties available to the fullest extent possible within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board.

ADMINISTRATIVE GUIDELINES:

- ✓ All facilities rented will be supported by an authorized permit by the facility principal
- ✓ All rental permits will adhere to the established fee structure without exception
- ✓ All bookings will be administered through a centralized permitting system
- ✓ All net revenues will be allocated to the facility principals
- ✓ A reciprocal agreement will be negotiated with the municipalities which will support the following principles
 - 1) That the curricular and co-curricular educational and community recreational activities are important elements of the school and community experience
 - 2) That the availability of facilities will be maximized for the students and communities
 - 3) Decision-making of schools and municipalities will be respected, and the working relationships between municipalities and the school board will be enhanced

#13

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Memorandum

To: Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Irene Polidori, Manager of Finance

Date: June 11, 1998

Re: Increase In Line of Credit - The Canadian Imperial Bank of Commerce

Recommendation:

Moved by, _____, seconded by, _____,

That the Chairman of the Board and the Superintendent of Business and Treasurer be authorized to increase the line of credit with the Canadian Imperial Bank of Commerce to \$40 million. The use of the credit line is to temporarily finance the day to day operating and capital expenditures of the Board.

Rationale:

The Finance Department has prepared cash flow estimations for the next quarter. Based on these estimations, it has determined that the Board will be in a negative cash flow position in the next quarter. The estimations indicate the current credit facilities with the Canadian Imperial Bank of Commerce, \$20 million, will not be sufficient to provide financing for some periods of the next quarter.

A number of factors are affecting the Board's cash flow:

- ◆ decreased reserves which have lessened our ability to borrow internally
- ◆ change in tax levy from monthly to quarterly
- ◆ change in receipt of the levy payment, from the 28th of the month (pay date for majority of staff) to the last working day of the quarter ended
- ◆ salary payment schedule for a large group of staff members
- ◆ anticipated payment of gratuity and severance at a point in time at which the Board has historically been relying on its credit facilities

The Finance Department continually monitors the use of the credit line, ensuring use of CIBC banker acceptance notes as required, which have an average borrowing cost of approximately 1¼ % to 1½ % below prime.

13-1

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
 ESTIMATED CASH FLOW - CITY OFFICE
 FOR THE PERIOD JUNE 1, 1998 TO SEPTEMBER 30, 1998

	Estimated Cash Inflows	Estimated Cash Outflows,	Estimated Net	Primary Reason
Opening			-11,000,000	
June 1 to June 7	90,000	5,645,000	-16,555,000	
June 8 to June 14	200,000	12,590,000	-28,945,000	-one extra pay
June 15 to June 21	14,765,000	11,065,000	-25,245,000	-remittance of pay ded'ns
June 22 to June 28	0	9,665,000	-34,910,000	
June 29 to July 5	26,626,000	3,104,000	-11,388,000	
July 6 to July 12	200,000	7,920,000	-19,108,000	
July 13 to July 19	0	11,175,000	-30,283,000	-est'd gratuity/severance/vacation
July 20 to July 26	14,765,000	7,170,000	-22,688,000	
July 29 to August 2	325,000	825,000	-23,188,000	
August 3 to August 9	200,000	1,150,000	-24,138,000	
August 10 to August 16	0	1,085,000	-25,223,000	
August 17 to August 23	14,765,000	6,445,000	-16,903,000	
August 24 to August 30	200,000	1,330,000	-18,033,000	
August 31 to September 6	0	1,742,000	-19,775,000	
September 7 to September 13	200,000	7,400,000	-26,975,000	
September 14 to September 20	14,765,000	500,000	-12,710,000	
September 21 to September 27	0	900,000	-13,610,000	
September 28 to September 30	26,750,000	8,500,000	4,640,000	

#14

The Hamilton-Wentworth District School Board**Memo**

To: Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated May 31, 1998 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of May 1998. Section 257.103(4) of Bill 160 prescribes that a by-law of an old board will expire no later than March 31, 1999. Application of E.D.C. monies may be limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

DG/GdeJ
1998-06-09

attach.

14-1

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MAY 31, 1998

RESIDENTIAL

	WCBE	HWRCSSB	TOTAL
A. BALANCE, beginning of month	\$1,198,891.31	\$469,746.90	\$1,668,638.21
CURRENT MONTH			
B. Collections:			
Ancaster	34,032.68	0.00	34,032.68
Dundas	18,907.13	9,632.00	28,539.13
Flamborough	25,713.67	10,684.00	36,377.67
Glanbrook	1,512.56	888.00	2,200.56
Stoney Creek	12,100.48	12,384.00	24,484.48
C. Interest	4,263.68	1,670.59	5,934.27
D. Withdrawals	(2,999.41)	0.00	(2,999.41)
E. Refunds	0.00	0.00	0.00
F. Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G. BALANCE, end of month	<u>\$1,292,422.10</u>	<u>\$504,785.49</u>	<u>\$1,797,207.59</u>

14-2

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MAY 31, 1998

COMMERCIAL

		WCBE	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$368,677.75	\$132,669.79	\$501,347.54
CURRENT MONTH				
B.	Collections:			
	Ancaster	1,290.24	0.00	1,290.24
	Dundas	0.00	0.00	0.00
	Flamborough	2,481.25	0.00	2,481.25
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	221,750.30	97,031.22	318,781.52
C.	Interest	1,317.27	474.03	1,791.30
D.	Withdrawals	(922.36)	0.00	(922.36)
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$594,594.45</u>	<u>\$230,175.04</u>	<u>\$824,769.49</u>

MEMORANDUM

TO: The Director of Education and Secretary

FROM: Krys Croxall, Superintendent of Education

RE: Update re: Mountain View School Asbestos Abatement Situation

DATE: June 8, 1998

On Monday, May 25, 1998, a Parent Information Evening was held at Eastdale School for the parents of children attending Mountain View School. Invitations were also sent to parents of children at Collegiate, Winona, Memorial and Eastdale School whose children attend Family Studies and Design and Technology classes at Mountain View.

The meeting was organized in collaboration with the Mountain View School Council. Dr. Muir of McMaster and Mark Nazar, an Environmental Consultant from the Public Health Department, were part of the panel of speakers at the request of the parents. Other speakers included the following board personnel: Krys Croxall, Superintendent of Education; Bruce Thomson, Manager of Plant; Judi Goldsworthy, Occupational Health and Safety Officer; Sharon Fair, Supervisor - Regulated Substances Team; and Bill Urie, Occupational Health and Safety. Superintendent Pat Gille acted as a recorder.

The invitation sent home to the parents had a return slip for the collation of questions and concerns. These questions submitted were organized into several broad areas as a framework for the panel to follow in responding to parent concerns. These areas included the background to the problem at Mountain View, the communication of information, the types and location of asbestos at Mountain View, the clean-up procedures, the asbestos management plan for the Hamilton Wentworth District School Board, and medical information related to the potential risks. Each speaker addressed a section of the questions and attempted to provide answers to the fairly large crowd.

The parents and community members expressed concern about the procedures which had allowed this problem to occur in the first place and the possible risks for the children and adults in the building. At times the meeting grew very heated and emotional. Many parents had grave concerns regarding the current situation at Mountain View and the procedures which the Board had used to remediate the problem; many parents felt that the school continued to be unsafe for their children.

At the end of several hours there was an agreement to form a Parents Asbestos Committee that would work with the School Council and Board personnel to resolve the concerns of the parents. The areas for investigation were as follows:

- * Aggressive air testing to be provided under the supervision of McMaster

- personnel, specifically Dr. Verma;
- * An independent audit of the school re: clean-up and remediation procedures;
- * New swab tests to be taken over the whole school (including the newer portables) to detect the presence of asbestos; these swabs to be taken by a group that had strong parent representation; and,
- * Information (the series of questions and answers that formed the content of the evening was to be provided along with copies of relevant test results to parents of children currently attending Mountain View School and those who had left the school over the past two years).

The next day 46 swab tests were taken and relayed to the McMaster Lab. Unfortunately the key McMaster technician who completes these tests was away at a conference and the tests could not be analysed until Monday, June 1. The parents were informed of this delay.

In the interim aggressive air testing was investigated. The McMaster Lab was unable to complete such testing for some time and so other potential air testing agencies were considered. Of prime importance was the need to have any testing performed by an accredited institution. Some preliminary discussions were carried out with Ontario Hydro's testing group.

In the meantime the swab test results were received on Wednesday, June 3. Members of the Parent Asbestos Committee, the School Council, the school and board staff met with Dr. Muir and Dr. Verma at McMaster to discuss the results. Of the forty-six samples, forty-four showed no trace of asbestos. Two samples showed a trace amount of asbestos but at insignificant levels. A trace amount is the same amount that could be found naturally occurring outside or in and around one's home. Based on these results, the clean-up and remediation processes in the classrooms have restored a safe environment for children. Work is continuing in other areas such as the gymnasium and the boiler room.

At the meeting, parent representatives asked Dr. Verma, the independent expert in analysis of hazardous materials from the McMaster Laboratory, to come to Mountain View to visually inspect the work that has been done to remediate the problem and provide recommendations for future directions. Dr. Verma graciously agreed to visit the school on June 5 to make his inspection accompanied by parent representatives.

At the June 3 meeting the parents also made it clear that there was an expectation that the Board would ensure that the gym was safe by enclosing the encapsulated asbestos ceiling with a drywall ceiling over the summer. Board personnel were already investigating the costs of such a project since the gym is required for active sports such as volleyball and basketball; there is a possibility that balls bouncing off the ceiling could disturb the encapsulation and cause damage that would put children and adults at risk.

The parents also made it clear that they wanted the crocidolite panels framing the windows in the fourteen classrooms in the old building removed and replaced over the summer. While the Ministry of Labour had indicated in its order that the long-term requirement was the removal of these panels, there had not been a requirement that this removal take place immediately. Sharon

Fair, Supervisor of the Regulated Substance team, indicated to the parents that such a procedure was an extremely large and difficult Type 3 removal; the Board had not included this removal in its plans or expenses for summer work in 1998.

A costing is currently being undertaken regarding the gym ceiling and specifications for the window panel removal are being drawn up. When actual estimates are available the information will be brought to the Board with recommendations regarding the parents' requests.

The inspection by Dr. Verma took place on June 5. According to the principal, Mr. J. Lenoury, the parents were generally satisfied with Dr. Verma's verbal assurances regarding the work that has been completed. Air testing will not be undertaken at this point but will be requested along with swab tests when the gym work, including the drywall ceiling, has been completed and all the plastic has been removed. The air testing will be done by the McMaster Lab. The parents are in support of the on-going monitoring process and inspections that will be carried out by teaching and custodial staff following their awareness training. The parents continue to expect the Board to deal with the window panels in the classrooms. Correspondence and requests for delegation status from the Parent Committee will likely be received outlining the parent concerns and requesting decisions from the Board in respect to the actions that will be undertaken over the summer and in future years..

Work is being done to complete the package of information requested by the parents (answers to the questions and minutes, copies of test results, etc.) and it is hoped that the information will be sent home prior to the end of the school year. A large section of the notes taken by Superintendent Gillie will have to be confirmed by Dr. Muir and Mark Nazar for accuracy before the information is released.

School and Board personnel continue to work closely with the parent representatives and the School Council to ensure that the parents are consulted at every step and that they receive the information they require to have confidence in the safety of the environment in which their children are taught.

16-3

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

June 8, 1998

TO: Krys Croxall
Superintendent of Schools -County East

FROM: Bruce Thomson,
Manager of Plant

RE: MOUNTAIN VIEW SCHOOL - ASBESTOS UPDATE & RECOMMENDED ACTION

On Monday, May 25, 1998, a meeting was held at Eastdale school with staff and parents. In addition to Board staff, representatives from Public Health and McMaster University Medical Centre were present to answer inquiries. Mountain View background was presented and the actions taken to date. Parents were not satisfied with all of the information presented or of the efforts taken. Parents requested that additional sampling be performed and analysed at McMaster.

On Tuesday, May 26, 1998 two (2) teams consisting of parents, teachers and Board staff sampled forty six (46) locations at the school. These samples were then transported to McMaster labs for assessment. On Tuesday June 2, 1998 data received from McMaster revealed that with the exception of trace fibres in two (2) samples, samples were asbestos clear.

On Wednesday, June 3, 1998 a meeting was held at McMaster with school staff and parents to review sampling results. Present at that meeting were the Nancy Clark, Dr. Verma and Dr. Muir of McMaster Labs. Discussions focussed on the definition of "trace" asbestos and the relative risks associated with those values. Although parents accepted information received they felt that it was necessary to have a physical inspection of the site performed. Dr Verma agreed to visit the school and present the parents with his assessment of the conditions

On Friday, June 5, 1998 Dr. Verma visited the school and conducted a survey of the classroom areas. Dr. Verma concluded that the present state of asbestos in the classrooms does not pose an immediate health hazard. He felt that he would not have a problem with his own children attending Mountain View school. He acknowledged that asbestos remained in the classrooms and, that as long as it remains there it continues to be a risk. Additionally, the type of asbestos utilized in the transite panelling is particularly hazardous.

Parents have been pressing for the complete and immediate removal of asbestos from Mountain View school. It has been explained that in addition to budgeting issues there are other considerations with respect to such an endeavour. Total removal of asbestos from the school is not feasible. The size of the project presents timing restrictions and labour difficulties. However, all options would be considered.

At this point in time all classrooms have received an acceptable cleanup. Asbestos-containing transite panels remain in each classroom as part of the window wall. The stage and gym have been cleaned and four (4) coats of an encapsulant/sealant have been applied to the gym ceiling. The boiler room remains isolated until a cleanup can be performed during the summer.

cont'd..../

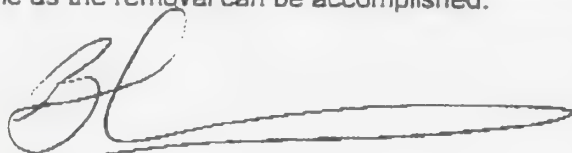
16-4

page 2..../

The Regulated Substance Response Team has been bearing the brunt of the expenditures to date with respect to cleanup, encapsulation, and sampling. These expenditures total approximately \$30,000. The Plant department for county schools will fund an enclosure for the gym ceiling at a cost of about \$15,000. A request to redirect a portion of Facility Renewal Program funding has been made to assist in the remediation of the boiler room. The major outstanding issue requiring resolution is the disposition of transite window panels in classrooms.

Some parents are insisting that these window panels be removed. An asbestos removal of this type and magnitude is expected to exceed \$100,000. Alternate proposals which would have enclosed the panels between metal siding material were rejected by parent representatives. A specification has been prepared and has been sent out to receive a bid estimate on the cost of removal. Should the Board decide to fund a removal then the project will be tendered.

It should be pointed out that the likelihood of accomplishing an effective removal by September 1, 1998 is extremely slim. Inclusion in the 98/99 budget package may be a consideration. This will necessitate the development of an aggressive asbestos management plan at Mountain View, which will satisfy parents until such time as the removal can be accomplished.



BTJw

pc

P. Gillies - Superintendent of Operations
D. Grant - Superintendent of Business & Treasurer
W. Urie - Occupational Health & Safety
J. Goldsworthy - Health & Safety Officer
J. LeNoury - Principal, Mountain View Elementary School
S. Stirling - Co-ordinator of Plant Services - East
S. Fair - Supervisor of Regulated Substances Response Team

LYNN PETERSON
President

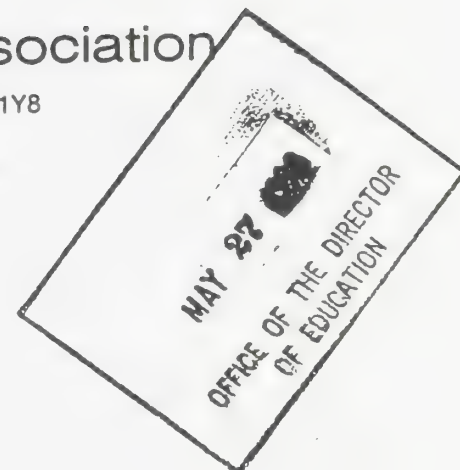


GAIL ANDERSON
Executive Director

Ontario Public School Boards' Association

439 University Avenue, 18th Floor, Toronto, Ontario M5G 1Y8
Telephone: (416) 340-2540 • Fax: (416) 340-7571
e-mail: admin@opsba.org • http: //www.opsba.org

MEMORANDUM



To: Member Board Chairs and Directors of Education
Members of the OPSBA Board of Directors
cc. OPSBA Member Board Delegates

From: Lynn Peterson, President and OPSBA Executive Council

Date: May 25, 1998

RE: MEMBERSHIP MATERIALS

Every interest group - Catholic, french-language, private schools, business - has a representative association, federation or union to present their interests at the provincial education table. As a public school board your voice is the Ontario Public School Boards' Association.

Created in 1988 because of the need for public school boards to cooperate on issues of mutual concern, OPSBA has become highly valued by all those involved in the management and operation of public schools. Through OPSBA, public education's reach has extended into the broader provincial community.

The membership question this year is: Where, in the new funding formula, is the money for 1998-99 OPSBA fees? The model makes it clear that membership fees must be allocated from your board's Central Administration governance budget, but are not constrained to a single line item, such as "governance", in that allocation. Your association will continue to keep working on your behalf to achieve appropriate changes to the funding formula.

At the April Board of Directors meeting, the directors asked for assistance from OPSBA, and specifically for documentation that would help provide some indication of "dollar value savings" realized by boards through their membership. The enclosed package has been developed to do this and to help you in your discussions.



17-1

The package contains three documents:

PART I: DIRECT SAVINGS ACCRUED BY YOUR BOARD FROM YOUR MEMBERSHIP IN OPSBA

This has been designed to show "real" dollars that have been saved by an individual member board as a result of activities undertaken by OPSBA on behalf of its membership. We suggest that you work through the calculations, make copies of the document and provide it to the members of your board.

PART II SUMMARY OF DOLLAR VALUE OF PROGRAMS AND SERVICES

This chart outlines many of the programs and services provided by OPSBA and provides a "market value" for them. It shows what it would cost an individual board to purchase similar services in the market place (e.g. legal and professional consulting fees).

PART III ADDITIONAL PROGRAMS AND SERVICES

This is a list of further services provided by OPSBA through the membership fees paid each year. No "dollar" value has been assigned to these activities and programs.

We hope that these materials will be useful to you in your deliberations about membership in OPSBA. *Please call your Regional Vice President or any of the table officers if you require any additional information or assistance.

Invoices for the 1998-99 fees have been sent to the office of your board's Chair and Director of Education.

* Executive Council Members (home telephone numbers)

Lynn Peterson, President (807) 683-5915
Bruce Wallace, 2nd VP (905) 648-4910
Bill Dawes, North VP (807) 755-5202
Kathy Marion, East VP (613) 757-0172
Sandy Ransom, C. West VP (905) 823-4184

Liz Sandals, 1st VP (519) 822-1349
Donna Cansfield P. Pres. (416) 233-8377
Bobbie Drew, C. East VP (905) 985-7183
Heather Wice, West VP (519) 657-7726

17-2



ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

439 UNIVERSITY AVENUE ♦ 18TH FLOOR ♦ TORONTO, ONTARIO ♦ M5G 1Y8 ♦ TEL: (416) 340-2540 ♦ FAX: (416) 340-7571

Invoice To: Hamilton-Wentworth District School Board
P.O. Box 2558
100 Main Street West
Hamilton, Ontario
L8N 3L1

Invoice #019		Date: September 01, 1998		GST Registration No. R107800344	
QTY.	DESCRIPTION				AMOUNT
	1998/1999 Membership Fee (September 01 to August 31)				84,717.00

17-3

Ontario Public School Boards' Association

PART I: DIRECT SAVINGS ACCRUED BY YOUR BOARD FROM YOUR MEMBERSHIP IN OPSBA

Part of the "dollar savings" of you board's membership and participation in the Ontario Public School Boards' Association can be determined by completing the following calculations for your board and totalling the resulting savings.

Write in the number of FTE students enrolled in your board below and then use this to determine the \$ savings to your board on each of the items listed:

Your board's FTE = _____

PROGRAMS AND SERVICES	\$ SAVINGS
<p>A) COPYRIGHT</p> <p>OPSBA was involved in the first provincial CanCopy negotiations for a copyright licence for schools and achieved fair terms and conditions across the province. Greater purchasing power (all board members) resulted in a lower cost per unit price. Without a negotiated blanket licence, boards could pay \$4 per pupil or more, depending on the amount of published material reproduced. OPSBA assisted in negotiating a \$2 annual fee per student. In the upcoming negotiations on licencing for audio visual materials and for a "national" copyright licence for schools OPSBA will be negotiating on behalf of its member boards only. <u>School boards that are not members will be responsible for their own negotiations.</u> The provincial government (Ministry of Education) has stated that it will not be involved in the negotiations (Ontario is the only Canadian province which has refused to join the discussions). As a result of OPSBA's participation on behalf of its member boards, each board currently saves \$2 per FTE each year.</p> <p>Annual COPYRIGHT savings to your board \$2 X _____ (FTE)</p> <p>Note: Future savings for OPSBA member boards as a result of upcoming negotiations are unknown but are expected to be substantial.</p>	<p>= \$ _____</p>

17-4

PROGRAMS AND SERVICES**\$ SAVINGS****B) SPECIAL EDUCATION**

OPSBA acted as an intervenor at the Supreme Court of Canada in the Emily Eaton Special Education case. The parents of a severely disabled child sued an OPSBA member board claiming discrimination because their child was not integrated into a regular classroom. The decision of the school board to provide a specialized educational placement (not the regular classroom) was upheld by the courts based on the child's educational needs. As a result of OPSBA's participation at the Supreme Court (where it represented all the public school boards of the province) the board won the case. It is estimated that it would cost a school board an additional \$20,000 annually to integrate each severely challenged child into a regular classroom. This amount is for the extra support needed in the integrated classroom (teacher with special education qualifications, teacher assistance, specialized equipment, facilities, etc.)

This **example** is based on statistics from the board involved in the case: Special education students: 7% of FTE, and exceptionally challenged students: 5% of total special education students. Assume that the board's numbers are average for the province when determining your board's savings:

1. Number of special education students in your board:
Your board's FTE _____ X .07 = _____
2. Number of exceptionally challenged students in your board:
No. of special education students (#1) _____ X .05 = _____

Annual Savings to your board on integration:

Number of exceptionally challenged students in your board (#2) _____ x \$20,000

= \$ _____

PROGRAMS AND SERVICES**\$ SAVINGS****C) ADDITIONAL STUB YEAR FUNDING**

As a result of direct lobbying by OPSBA the provincial government provided additional funding for school boards' stub year budgets. The additional funding (for the entire province) totalled \$178.3 million or **\$98 per FTE**.

Additional Stub Year funding to your board:

\$98 X _____ (FTE)

= \$ _____

D) PRIVATE SCHOOL FUNDING

OPSBA acted as an intervenor in a case (1992) by parents seeking Ontario government funding for private schools. If this case had been lost, the provincial government would have been forced to fund private schools. It is estimated (in 1992 dollars) that it would cost \$341million extra a year to extend funding to private schools, money that would have been lost to the publicly-funded education system. This amount (for the entire province) equates to **\$179 per FTE per year**.

Annual Savings to your board on private school funding

\$179 X _____ (FTE)

= \$ _____

E) DEBENTURE COSTS

As a direct result of lobbying and intervention by OPSBA and some of its member boards the government recognized the debenture costs to boards accruing after December, 1997 for capital projects undertaken between January, 1996 and December, 1997. While this does not affect all member boards, many will benefit from this additional money which was announced in the recent provincial budget and totalled **\$971 million**.

Debenture funding available to your board (if applicable): obtain figure from your board's superintendent of business \$ _____

= \$ _____

PROGRAMS AND SERVICES\$ SAVINGS**F. RESTRUCTURING FUNDS FOR AMALGAMATING BOARDS**

OPSBA has been lobbying the provincial government and Ministry of Education to recognize the costs involved in the amalgamation of school boards since before Bill 104 was introduced. This has now been recognized by the provision of restructuring funds for amalgamated boards of **\$594 million**.

While costs will not be the same for all boards, the per capita figure (for the entire province) is **\$312 per FTE**.

Provincial average amalgamation funding available to your board:

\$312 X _____ (FTE)

= \$ _____

G. MEMBER BOARD PROFESSIONAL DEVELOPMENT

OPSBA hosts three major conferences/symposia each year for its member board trustees and senior staff. These "education specific" events feature special registration fees available only to member boards. In a survey of other educational conferences, OPSBA's registration fees were found to be **\$150-200 less** than those offered by other organizations.

To calculate the savings on trustee and senior staff professional development, you need the number of trustees and staff who attended OPSBA's June, 1997 AGM, the January, 1998 Special General Meeting and Public Education Symposium, and the March, 1998 Labour Relations Symposium

Savings to your board on professional development:

Number of conference attendees _____ X \$150

= \$ _____

PROGRAMS AND SERVICES**\$ SAVINGS****H. OCCUPATIONAL HEALTH AND SAFETY**

OPSBA funded a member board who faced a grievance from a teacher who sought to be paid "overtime" for the time involved in participating in legally required health and safety inspections as a member of the school's H&S committee. If this grievance had been upheld each board in the province could be required to pay "overtime" (half salary over and above full day salary) to teachers for each day they were involved in inspections (as well as the unavoidable cost to the board of the supply teacher to replace the regular teacher in the classroom). The grievance was lost.

To calculate your board's annual savings:

1. the number of schools in your system = _____
2. the average number of days required for each inspection (schools must be inspected once each year, large schools take up to two days each) = 1.5 days
3. Additional salary cost (based on over time accrued for each inspection person day - 1.5 days at 50% of daily wage = .75 - on average daily teacher's salary of \$235.
\$ 235 X .75 = \$176

Annual Health and Safety savings to your board:

number of schools(#1)_____ X 1.5 days X \$176_____

= \$_____

I. TRUSTEE HANDBOOK

OPSBA is developing a handbook for all trustees in Ontario. Production costs are \$40,000 to provide 1200 copies (in both languages) for distribution to school boards and trustees at an average cost of \$33 per copy. OPSBA member boards will receive copies at no cost for trustees and staff. To calculate your savings, you need the number of trustees on your board. (Not including additional copies for in-house/staff use.)

Savings to your board on the purchase of the Handbook:

\$33 X (number of trustees)_____

= \$_____

PROGRAMS AND SERVICES**\$ SAVINGS****J. UNLAWFUL STRIKE GUIDE**

OPSBA commissioned its Unlawful Strike Guide for its member board trustees in the fall of 1997. This publication is not available to anyone but OPSBA members. The cost is estimated at \$35 per copy. (This does not include additional copies for in-house/staff use.)

Savings to your board:

\$35 X _____ (number of trustees)

= \$ _____

K. PRE-ELECTION PACKAGE

Before The municipal/school board elections in November, 1998 OPSBA developed (in house) a pre-election package for school board candidates at an estimated cost of \$15 per copy. Many boards bear the cost of putting these materials together for candidates at each election. OPSBA sent copies to all candidates in member board jurisdictions to provide up-to-date information on the upcoming changes to the education system and the major issues for trustees and school boards. To calculate your board's savings, obtain the number of candidates who sought election in your board's jurisdiction from your board office.

Your board's savings:

\$15 X the number of candidates _____

= \$ _____

**TOTAL DIRECT SAVINGS TO YOUR BOARD LAST
YEAR AS A RESULT OF YOUR OPSBA MEMBERSHIP**

\$ _____

**YOUR BOARD'S ANNUAL MEMBERSHIP
FEE TO OPSBA**

- (minus)

\$ _____

**NET MINIMUM DOLLAR VALUE OF YOUR BOARD'S
BENEFIT IN OPSBA MEMBERSHIP**

= \$ _____

There are many additional monetary benefits as well as other reasons for board membership in OPSBA which are outlined in the sections that follow.

mm/maggie/saveform

Part II - SUMMARY OF DOLLAR VALUES FOR PROGRAM & SERVICES

Note: the dollar value of the programs and services identified are presented on the basis of what it could cost an individual school board if it chose to purchase these services in the market place.

PROGRAMS & SERVICES	BENEFITS	\$\$ VALUE
<p><i>Professional legal and financial analysis of legislation regulations and government policy affecting education, including:</i></p> <ul style="list-style-type: none"> - Legal analysis of Bills 104, 136, 160, 161, the Education Act - Financial analysis of the funding model and stub year funding - Legal analysis of human resources and labour relations matters including: principals/vice principals, OSSTF certification - analysis of Education Improvement Commission memorandums and directives - legal opinions on board policies/procedures 	<ul style="list-style-type: none"> - timely, detailed, school board specific provincial impact analysis for the information of member board trustees and administrators - information allows staff to determine local board impacts - analysis identifies key concerns and issues for provincial and local lobbying efforts 	<ul style="list-style-type: none"> - costs to purchase professional services from leading legal firms, human resources and financial consultants ranges from \$100 to \$300 per hour - a detailed analysis of a major piece of legislation (such as Bill 160) would cost approximately \$2,000 - OPSBA has provided analysis on four major pieces of legislation in the past year (Bills 104, 136, 160, 161) at a market value cost of \$8,000
<p><i>Representations to government agencies, organizations and individuals on issues of concern to all public school boards, including:</i></p> <ul style="list-style-type: none"> - Legislative Standing Committees (Bill 160, Pre-Budget Consultations) - Education Improvement Commission (role of school trustee, school councils, naming of school boards, distribution of assets, etc.) - Workplace Safety and Insurance Board - College of Teachers (teacher training, criminal record checks) - Pay Equity Commission - Premier's Office (Premier's staff) - Ministry of Education (Minister Johnson, PA MPP Bruce Smith, minister's staff, ministry officials) - Ministry of Labour (Minister Flaherty and minister's staff) - Minister Margaret Marland (Children's Issues) - Liberal and NDP Opposition parties - Education Quality and Accountability Office - TVOntario 	<ul style="list-style-type: none"> - provincial lobbying and influence on behalf of public education system - access to key decision-makers, politicians, leaders of government educational organizations - provision of input on key education issues - OPSBA representatives (members of Executive Council, other member board trustees and staff as required, OPSBA staff and consultants) are "on location" or brought into Toronto where these activities take place 	<ul style="list-style-type: none"> - costs to purchase services of a professional public relations and/or government relations firm \$100 to \$200 per hour - a professional lobbyist (working on call) would charge \$150 per hour

PROGRAMS & SERVICES	BENEFITS	\$\$ VALUE
<p><i>Legal Defence Fund Advisory Committee/Legal Defence Fund</i></p>	<ul style="list-style-type: none"> - Individual member boards can apply to the fund for financial and legal assistance in court actions of provincial significance - all member boards benefit when OPSBA acts cooperatively in such court actions, takes on specific initiatives (intervenor status, appeals) or provides funds or services (legal advice) - your board's trustees and staff can apply for membership on the committee 	<p>Since 1989, more than \$630,000 has been spent by OPSBA on behalf of its member boards in defence of public education</p> <ul style="list-style-type: none"> - Intervenor status at the Supreme Court of Canada in the Emily Eaton Special Education case - \$28,000 - Intervenor status at the Supreme Court of Canada in the Education Development Charges case - \$67,500 - assessment appeals by member boards - \$12,000 - Intervenor status in private school funding case through Ontario courts and at Supreme Court of Canada - \$221,000 - Provincial Social Contract \$177,000 - partial costs of social contract negotiation expenses
<p>The Computer School Bus™</p> <ul style="list-style-type: none"> - officially sponsored by the Canadian Centre for Quality Education and Opportunity, OPSBA's nationally-registered charitable organization - innovative teacher training facility 	<ul style="list-style-type: none"> - fully funded through a partnership between and OPSBA and private sector companies: Laidlaw, IBM and Telesat Canada - on site computer and Internet training for teachers - 6 fully-equipped, state of the art workstations accommodating up to two participants each session - available to all school boards in Ontario at no cost - more than 125 school sites visited in the 1997-98 school year, plus 9 special event demonstrations 	<ul style="list-style-type: none"> - cost to purchase specialized, small group computer and Internet training - \$200-300 per day per person from reputable computer training company
<p>Meetings with Key Media</p> <ul style="list-style-type: none"> - local and provincial newspaper, Tv, radio and print publications 	<ul style="list-style-type: none"> - lobbying and information provided to editorial boards, education and other reporters - radio and television interviews and appearances - provides a provincial perspective on education issues and augments local coverage of individual board issues 	<ul style="list-style-type: none"> - cost to purchase public relations /government relations assistance - \$100-200 per hour - in-house communications consultant on contract - \$5,000 per month
<p>Queen's Park Newsletters and Legislative Highlights</p>	<ul style="list-style-type: none"> - reports and summaries from the monitoring and analysis by OPSBA staff of Hansard, provincial government legislation, events and activities - same day (night) fax service to members boards - Question Period excerpts provided to boards when mentioned - full Hansard Service now offered to members via e-mail 	<p>Government Relations consulting firm weekly newsletter - \$2,000 per year (not education specific)</p>

17-10

17-11

PROGRAMS & SERVICES	BENEFITS	\$\$ VALUE
In-house Labour Relations/Human Resources Services	<ul style="list-style-type: none"> - advisory, consultative and research services - direct lobbying on specific issues - liaison with government agencies and organizations including Ministries of Education, labour, other provinces - liaison with provincial educational stakeholders including OPSOA, OASBO, CODE, teachers' federations, support staff unions - submissions on government initiatives and legislation - institutes and facilitates legal proceedings at request of member boards - input to policy development - provision of key issues documents (Unlawful Strike Guidel) - organizes province wide meetings of LR member board personnel and trustees - responds to requests for information from member board staff and individual trustees - prepares and coordinates surveys in response to member board requests 	- Labour Relations/Human Resources consulting fees \$100-\$200 per hour

Did you know that OPSBA staff respond to more than 575 calls each month placed to the association's toll free 1-800 phone line? Most of these calls come from board staff and individual trustees seeking information, advice and consulting services.

Ontario Public School boards' Association

PART III - ADDITIONAL PROGRAMS AND SERVICES

Note: Your board receives many additional services as a result of your membership in OPSBA including the following:

- ▶ *Public Education Protection Fund (PEP) Fund*
 - on behalf of its member boards, OPSBA is seeking, through the courts, to protect the rights of boards to access to the property tax base and to preserve local fiscal autonomy (Bill 104/Bill 160 court actions)
 - individual boards were invited to contribute fund based on their membership fees to support this action
 - total costs will be many times more than any individual board's contribution
 - costs for an individual board action on this issue would be prohibitive without cooperation from the entire membership and through OPSBA's financial and human resource contributions
- ▶ *Association membership in provincial and national educational organizations*
Including:
 - CEA - Canadian Education Association
 - CAPSLE - Canadian Association for the Practical Study of Law in Education
 - OFHSA - Ontario Federation of Home and School Associations
 - TORC - The Ontario Rural Council
 - AEFA - American Education Finance Association
 - influential private sector organizations (i.e. Board of Trade)
 - ongoing networking and information sharing between educational stakeholders (provincial and national) through membership passed on to members by OPSBA
 - ability to influence other education and private sector organizations
- ▶ *Publications*
 - Fast Reports (weekly)
 - Education today magazine (3 times per year)
 - Trustee Times (quarterly)
 - Media, Meetings and More (monthly)
 - Fast Fax (on an issue basis)
 - research publications, submissions to government, responses to government policy documents (see publications list)
 - Strategic Issues Flow Chart
- ▶ *Board of Directors*
 - all boards have at least one member on the OPSBA Board of Directors
 - participation in decision making, provincial networking

Page 2

- ▶ *Regional Councils*
 - all boards are assigned to a region and all trustee and board staff are invited to attend and participate in meetings
 - each board has one voting delegate
 - Regional Councils are the "grassroots" of OPSBA - providing input on a wide range of educational issues - local and regionally, and help the association vet positions and strategies
- ▶ *Core Issue Work Groups*
 - trustees participate on a Regional basis
 - policy development and analysis, monitoring of public policy
 - information sharing
- ▶ *Media Relations*
 - conducted over 150 interviews with journalists (print and broadcast) from around the world since the fall of 1998 on public education issues, association positions, etc.
- ▶ *Canadian Centre for Quality Education and Opportunity*
 - OPSBA's own nationally-registered charitable organization
 - official sponsor of The Computer School Bus™ program
 - additional programs being developed
- ▶ *Representation on and membership in provincial bodies*
 - OPSBA is invited to appoint representatives who are public school trustees and/or board staff (individual boards are not invited to participate)
 - provision of input from the public education/school board sector
 - member boards have access to key information and expertise from a wide range of provincial education organizations and other stakeholders
 - a member of your board or your staff can be appointed by OPSBA to represent Ontario's public school boards on these organizations:
 - EQAO Assessment Advisory Committee
 - Minister's Special Education Advisory Council
 - Ontario Curriculum Clearinghouse Board of Directors
 - OISE-UT Advisory Council
 - Employers' Occupation Health and Safety Council
 - Education Network of Ontario
 - Ontario Federation of School Athletic Associations Board of Directors
 - Northern Centre for Instructional Leadership
 - Pay Equity Commission Advisory Council
 - Education Improvement Commission Human Resources Committee
 - EIC Role of the Trustee/Role of School Councils Committee

- ▶ *Web Based Communications*
 - <http://www.opsba.org>
 - information on the association and public education issues
 - members-only discussion group
 - a new service that is continually expanding and will be improved during the coming year
- ▶ *Ministry Briefings*
 - OPSBA is invited to participate in briefings and Ministry consultations on a variety of topics - education, labour, municipal affairs, Education Improvement Commission, etc) on behalf of its membership
- ▶ *Liaison with Key Education Stakeholders*
 - OPSBA maintains regular ongoing liaison with numerous Ontario and out of province organizations that are key stakeholders in education including:
 - Ontario's teachers' federations - OSSTF, FWTAO, OPSTF, OECTA, OTF
 - OPSOA - Ontario Public Supervisory Officials Association
 - CODE - Council of Ontario Directors of Education (public sector)
 - OCSTA - Ontario Catholic School Trustees Association
 - OASBO - Ontario Association of School Business Officials
 - Ontario's French-language trustee associations
 - People for Education and other parents' groups and school councils
 - school board/school trustee associations in other provinces including British Columbia and Alberta
- ▶ *Shared Service Initiatives*
 - voluntary cost saving programs, products and services to member boards through purchasing partnerships
 - optional programs available include: Managed Benefits Program; Trustee Benefits Program; Employee Assistance Program; Real Estate Rewards Program; Home and Auto Insurance; Training and Development Program; and Job Search Assistance

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
1998 06 11

#19

MAY 6 1998
OFFICE OF THE DIRECTOR
OF EDUCATION

Dear Mr. Allan Greenleaf
Director & Secretary

I would like to express my concerns about why I don't agree with a no nit policy.

In the last four years I have dealt with head lice repeatedly. So I feel that I have a reason to hate head lice more than others whom has never experienced it.

Mrs. W. Tweed is trying to enforce a no nit policy, she has never experienced it on her children. She does not know how all this affects the kids, nor will she listen.

In the past 3-4 months they have tried to enforce it in our school. They have gone about it all wrong. And this is how they want it to be carried out if approved by you. The teachers agree with me and feel this is no good. They feel that there are more important issues to be concerned about.

I have 2 out of 3 daughters who's had it more times than I can count. The volunteers first go through classes, if they see live lice or a few nits, they hand out a bright pink sheet of paper out to the kids. So now

everyone in their class know.

They tease and bullying the victims, calling names, mean ones, some only have a few nits, but the kids assume they have the bugs because the notes are the same. The note tells the parents that your child cannot come back to school if there are any nits left.

The next day we have to line up at the office for rescreening, waiting in line, all the kids no why they are there. Now there is more teasing or bullying and no privacy.

This no nit policy in my eyes is a real "freak show". My child comes home in tears and doesn't want to go back to school because of all this. "This is so stressful on us all"

Then the parent helper checks, finds a few missed ones so small, then they say I think you should go home and work on her some more. In my case I kept her out of school the whole day and worked on her that whole entire day, til we were both in tears, from stiffness, hair pulling, stiff necks. I can't tell you how stressful that is on the child and the entire family.

It is hard on the child not being accepted back into school, they feel that they are different they have germs, etc. Meanwhile there are children in the classrooms with runny noses, some even into their mouth. YUK. but they are allowed to stay at school.

SA is almost impossible to see all nits. A child being young just can't sit still for very long, the lighting might not be great, the combs do not work, it hurts the child pulling at the hair to remove the nits, sheds many tears, and the colour of the hair can be difficult to see them.

Please don't pass this "no nit policy." It's not necessary and in the wrong hands it can destroy our children's self images and it is bullying them.

A hate head lice and I would like never to see it again too, but this is not the way. Hurting our children, taking away all their privacy, this has to stop. My children have been hurt enough over this no nit policy.

We all can help, parents keeping a close eye out for itching, treating when necessary, keeping hair tied back, avoiding head contact is all that is necessary. We don't need a no nit policy.

Thank you for listening to me.

Sincerely,

Mrs. J. Ellenbacher

Don't... Public School

19-3



HAMILTON-WENTWORTH
DISTRICT SCHOOL
BOARD

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 MAIN STREET WEST, P.O. Box 2558
HAMILTON, ONTARIO L8N 3L1

TELEPHONE: (905) 527-5000
FAX: (905) 521-2100

OFFICE OF THE DIRECTOR AND SECRETARY

1998 05 22

Mrs. G. Mehlenbacher
c/o Millgrove Public School

Dear Mrs. G. Mehlenbacher:

Please be advised that a copy of your recent letter regarding a "no-nit" policy was presented to the trustees at their May 21, 1998 meeting where it was referred to the Business Committee.

Thank you for communicating your concern to us.

Yours truly,

A handwritten signature in cursive script, reading "Allan A. Greenleaf".

Allan A. Greenleaf
Director of Education
and Secretary

#20

*Notebook: The following document has been in process for several weeks. It was to be forwarded to Mr. Greenleaf, prior to the June 11, 1998, Business Committee Meeting of the Board. I am deeply sorry to be sending this written response now, given the recent tragic loss of our Director. However, I do believe that it is necessary in planning for the future of the Hamilton-Wentworth District School Board that this information be relayed.

Sincerely,

Wendy L. Teed

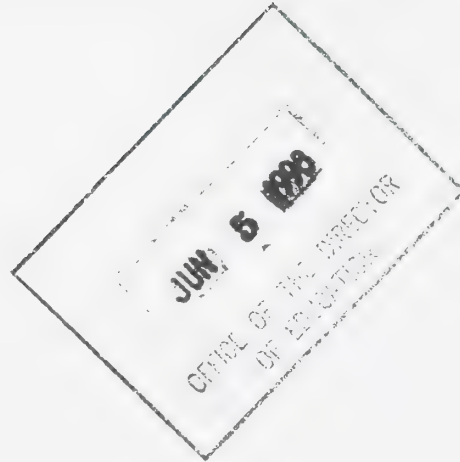


#20(a)

Mrs. W. L. Teed
P.O. Box 193
Millgrove, Ontario
L0R 1V0

Thursday, June 4, 1998

Director of Education
Hamilton-Wentworth District School Board
P. O. Box 2258
100 Main Street West
Hamilton, Ontario
L8N 1L1



TO WHOM IT MAY CONCERN:

Having a copy of the document, entitled: "Proposal for a 'No Nit' Policy in Hamilton-Wentworth, Discussion of Claims," dated April 9, 1998 and written by a Program Manager of our Regional Public Health Department, I offer the following response.

That "the Pubic Health Department does not support the enforcement of 'no nit' policies," is precisely the reason why this pursuit, has been such a difficult one. I too, would like The Hamilton-Wentworth District School Board to make an "objective, well-informed decision" on this issue and that is why I am providing you with the information below, in addition to the comprehensive package that I forwarded to the Board on Monday, April 6, 1998 and the presentation that I completed on the following Thursday at the Board's Business Committee meeting.

"Claim: 'No nit' policies are required for the treatment of pediculosis"

In our pursuit of a "no nit" policy, this claim has never been made. We have however, asserted that the removal of nits is necessary in the proper treatment of pediculosis and provided a chart with quotes from numerous sources to substantiate THIS claim. Furthermore, I have found that all of the Health Units contacted, with the exception of that of our region, endorses some form of nit removal in the treatment of head lice. Finally, I have found THIS claim to be common knowledge among the majority.

The statement that "nits are the empty egg shells that remain after head lice eggs have hatched" is not correct. The National Pediculosis Association (NPA) refers to egg shells, as "egg cases." Nits are "lice eggs" and may be viable or not viable, depending upon whether they have been treated and whether or not the treatment approach adopted, was successful. A "no nit" policy calls for "the removal of all lice, eggs (nits) and egg cases..." Further, to take the stand that "no nit" policies "...are generally NOT recommended by those who have done related research and

reviewed current literature," certainly contradicts the views of the NPA, a "non-profit health education agency," dedicated solely to lice and scabies' issues.

The assertion by the Canadian Paediatric Society in the winter of 1996, that the "predominant value is to ensure that the child received treatment," does not take into account that five to thirty percent of eggs hatch following chemical treatment. Hence, allowing further infestation of a person and subsequent transmission to others. Statements, such as the one by the American Society of Pediatrics in 1997, that "no nit" policies "...have not been demonstrated to be effective in controlling head lice transmission," are why I addressed this issue so comprehensively in my presentation package. There IS data to support "no nit" policies and I have presented this to the Board.

I would assume that the Dr. R. J. Pollack quoted in the document under consideration, is the same Pollack quoted by myself, from an article by Pollack and Kiszewski, dated November, 1997, in which nit removal is supported in the treatment of pediculosis by the following statement: "mechanically removing lice and nits is the most effective but time-consuming method."

Dr. Mathias, does not assert that nit removal is necessary for the treatment or control of pediculosis when "using the two treatment regime" taken from: "Head to Head with Lice," 1997. Although he is a Professor of Health Care and Epidemiology at the University of British Columbia, one pediculosis specialist indicated that Dr. Mathias' views may be biased due to his funding sources. In the case of this particular publication, he was partially funded by a grant from Reed and Carnick Division of the Block Drug Company in Mississauga, Ontario. What others have proposed for the treatment of pediculosis, is one treatment and the removal of nits, so that a second treatment is not necessarily required. Hence, REDUCING the exposure of children to chemical pesticides.

Regarding the quote from the Ontario Ministry of Health and having contacted numerous Public Health Units, I have found that many nurses do not abide by such a view in practise and a number of units have adapted the Ministry's literature on this topic, to best suit the health of the population that they service (please refer to Appendix IV, as one example).

To describe the NPA as "an American organization that sells nit combs," appears to be for the purpose of discrediting its assertions, regarding the necessity of nit removal in the treatment of pediculosis and the endorsement of "no nit" policies. This body is "dedicated to protecting children from the misuse and abuse of pesticides for lice and scabies..." (1997). The NPA was established in 1982 and launched its "LiceMeister" nit comb on September 2, 1997. The author of the document to which I am currently responding, stated to the Members and Executives of our school's Advisory Council, on Tuesday, April 7, 1998, that the NPA's major funding, is from the sale of its nit combs. This is not true. According to NPA representative, Linda Mendito (who apparently had a conversation with this public health official in this regard), she stated that the item most sold from the organisation's catalogue, is the "LiceMeister" but did NOT say that it was the agency's major funding source. This organisation has operated for FIFTEEN years, prior to introducing its specially-designed nit comb.

"Claim: 'No nit' policies reduce the incidence of pediculosis"

Pertaining to the City of York, as the cited example, I have enclosed a copy of the ACTUAL statistics forwarded to me by Rose Schienke, the Pediculosis Program Coordinator (please refer to Appendix I). The statistic that I referred to in my presentation, was an actual mass screening of elementary school children in September of 1997. The suggestion that smaller numbers of cases are identified, due to only one screener, does not apply to this statistical information. When I mentioned to Ms. Schienke, the implication that the number of identified cases in the City of York was "falsely low, since many cases are not reported," she stated that all this means, is that "this problem is even more prevalent than it appears." She does NOT see it as proof that a "no nit" policy is ineffective.

With regard to the opinions expressed, pertaining to the Millgrove School pediculosis statistics, two of our trained volunteers read this section of the document and have prepared a response, as I felt that they were best qualified to comment on the assertions therein.

As per the Olsten statistics, I have but two remarks. Firstly, this bar graph does not reflect all of the statistics of head lice in this region, only those identified through the services of Olsten personnel. Secondly, the statistics do appear to go down in March, as well as September, December and June (all of the months in the academic calendar which children do not attend school consistently because of holidays). Hence, less cases are identified. At Millgrove School, from February 2 to March 9, 1998 (prior to the March Break), following the introduction of a "no nit" policy, the incidence of pediculosis was reduced to less than 1% from 7.11% of the student population. This statistic must not be discounted.

"Claim: 'No nit' policies are prevalent in surrounding areas"

With respect to the comment that "some areas have had 'no nit' policies in the past, but have abandoned them because of problems, such as extended absences from school by some students." It would come as a surprise to very few that occasionally, extended absences from school, is most certainly an issue. Each case however, should be assessed and dealt with on an individual basis. The fact is, it is a parent's responsibility to ensure that a child is "nit-free." If some parents are not accepting responsibility for their offspring then why should other children and their families have to live with the consequences? This issue MUST be addressed and if not by Public Health, then by another suitable agency.

The practise of using parent volunteers in the City of York was not "discontinued" because it turned "parent against parent," as Rose Schenkie was quoted in this document. In fact, Ms. Schienke states that only one principal in one school, advised her of this problem. The current Program Coordinator does not know why this practise was ceased, as that occurred prior to her fulfilling the position.

Similar to Ms. Schienke's practise in the City of York, if a few nits are observed on a student at Millgrove School, they are removed by the volunteer and the child is sent back to class. If however, a child has at least six nits observed, the screening session is terminated and the

parents are to comb through the student's hair in the evening with the child returning to school "nit-free" the following day. This is a very reasonable compromise when implementing a "no nit" policy.

"Claim: Head lice may transmit diseases such as AIDS"

The whole issue of pediculosis as a health problem and the potential for it to spread disease was addressed thoroughly in the presentation package and I see no need to reiterate this information. However, specifically with regard to head lice and the possible transmission of AIDS, this was an issue raised by the author of a publication entitled: "The Lice-Buster Book" and as stated in the pediculosis presentation package, this particular question remains unanswered.

"Claim: Pediculicides are harmful"

"The repeated application of pediculicides to children's hair is certainly a cause for concern." Through speaking with numerous individuals throughout the region, I have found countless stories of parents administering chemical treatments to their children on a weekly or monthly preventative basis and one case in OUR school where the mother admitted to treating her five year old, every week in a three month period with the exception of two weeks. These practises by uninformed parents will continue, as long as the incidence of pediculosis in our schools is so prevalent. Does The Hamilton-Wentworth District School Board wish to be responsible for the adverse effects of pediculicide agents on our children?

The statement that a "'no nit' policy could potentially contribute to unnecessary applications of pediculicide if hatched shells are mistaken for a live infestation," is an interesting one. If there are hatched shells on a child's head and the child has NOT been treated, it is quite possible that the shells were recently hatched and the live bugs are crawling somewhere on the child's head or on some other child's head. Also, the removal of nits, does not necessitate the administration of a pediculicide agent but rather manual effort on the part of parents.

With respect to "Pediculosis Control Practices," I offer you the following information:

Brant	Please refer to Appendix II and note that The Brant County Board of Education DOES have an across-the-Board "no nit" policy with a school-to-school implementation model, including "Exclusion and Treatment Notice[s]."
Durham	Please refer to Appendix III. As indicated in the pediculosis presentation package, Durham does have an across-the-Board "no nit" policy with a school-to-school implementation model.
East York	The East York Health Unit "strongly encourages" nit removal in the treatment of pediculosis. As Dr. G. Mathias is its source of information regarding pediculosis, it apparently does not endorse "no nit" policies.

Etobicoke	Etobicoke does have an across-the-Board "no nit" policy implemented by a (Public Health Nurse) Coordinator, as indicated in the pediculosis presentation.
Haldimand-Norfolk	Haldimand-Norfolk DOES have an across-the-Board "no nit" policy with a school-to-school implementaion model. Please refer to Appendix IV, "Head Lice Exclusion/Readmission Form," distributed by the The Haldimand-Norfolk Regional Health Department.
Halton	The Halton Health Unit endorses nit removal and students are readmitted following treatment, as indicated in the pediculosis presentation package.
Kingston, Frontenac, Lennox and Addington	"No nit" policy is not in place, as this Health Unit's source of information is the Canadian Paediatric Society. Please refer to pediculosis presentation package, for further information on the CPA.
Middlesex-London	The Board of Education for the City of London does have an across-the-Board "no nit" policy with a school-to-school implementation model. Please refer to Appendix V.
North York	Please refer to Appendix VI and note that North York DOES have an across-the-Board "no nit" policy, as indicated in the pediculosis presentation package.
Ottawa-Carlton	According to Karen Dolan of the regional Health Department, this area DOES have a "strict policy," whereby a child identified with head lice is removed from class. The parents are then contacted and required to pick-up and treat the child prior to readmission. Children are rescreened by parent volunteers. All nits are to be removed but there is an emphasis on those that are "live."
Peel	Peel does have an across-the-Board "no nit" policy with a school-to-school implementation model, as indicated in the pediculosis presentation package. In response to the comment by Jan Duncan that "it is hard to enforce," Jane Mason of the district school Board indicates that: "it takes energy to make it happen. It will take a lot less in five years time."
Scarborough	Please refer to Appendix VII. Scarborough currently has an across-the-Board "no nit" policy, as indicated in the pediculosis presentation package. The regional Health Unit's current information source on this topic is Dr. G. Mathias and that is the main reason why it is in the process of revoking the Board's present policy. The Public Health Nursing Department was not aware of the NPA and its comprehensive information on this topic. Now that at least one of its personnel has this information, it will be interesting to observe how the Health Unit proceeds on this issue

20-5

in the future.

Simcoe	Simcoe has an across-the-Board "no nit" policy" with a school-to-school implementation model. Please refer to Appendix VIII.
Toronto	Toronto DOES have a "no nit" policy. Please refer to Appendix IX, "Metropolitan Toronto Health Units Head Lice Program For Schools / Day Care Policy."
Wellington-Dufferin-Guelph	The previous Wellington Board did not have a head lice policy. The Dufferin Board DOES have a lengthy "no nit" policy. It is currently being sent via Canada Post. Please refer to Appendix X for the region's Health Unit's stance on this issue. When questioned again re: its pediculosis policy, the Board representative for the Guelph area, stated that the Board does not have a policy per say but that it has "practises." The principals are "strongly encouraged" NOT to allow children back to class with nits in their hair.
City of York	The City of York has an across-the-Board "no nit" policy implemented by a (Public Health Nurse) Coordinator, as indicated in the pediculosis presentation package.
York Region	York Region has an across-the-Board "no nit" policy with a school-to-school implementation model. Please refer to Appendix XI.

I would like to express my appreciation to The Director's office for sending me a copy of the document that I requested, written by the regional Public Health Department, so that I may be given a fair opportunity to respond to the comments therein. It truly would have been professional courtesy for Nursing Services to have sent me a duplication of this submission. I feel that I must emphasise to you that I have prepared all of the above, as well as the previous information on my own time with countless hours, directory-assistance and long distance telephone calls, as well as long distance faxes, photocopying and Canada Post costs. The regional Program Manager involved, has been fortunate to utilise available resources, in addition to taxpayer's dollars, to thwart our efforts with respect to this issue. I trust that you will give ALL the available information on this topic appropriate attention, in making your final decision.

I would also like to take this opportunity to thank you for your notification of the meeting at the Education Centre on Thursday, June 11, 1998. I understand that a response to my presentation on this topic, has been prepared and I will most certainly be there to hear it, as will other available, concerned parents. In the event that the Hamilton-Wentworth District School Board is not seriously considering initiating a "no nit" policy, I urge you or one of your representatives, at the suggestion of Linda Mendito of the National Pediculosis Association, to contact this organisation at (781) 449-4410, extension 101 and speak to its President, Ms. Deborah Z. Altschuler, to further discuss this issue.

20-6

I may be viewed as just a concerned parent but I represent many. Having extensively researched this issue, I have concluded that an across-the-Board "no nit" policy, is the absolute, optimal approach to controlling the incidence of pediculosis within the school system, in fairness to ALL of the children of this region.

"The control of head lice requires a cooperative effort of parents, school personnel and the entire community" (Haldimand-Norfolk Regional Health Department, 1996).

Respectfully submitted,



Wendy L. Teed

Parent and Member of the Millgrove School Advisory Council

cc. Mr. Toni Skarica, M.P.P., Wentworth North
Ms. Marguerite Botting, Superintendent of Institutional Services, HWDSB
Ms. Cathy Hibbins, Social and Interpersonal Skills, HWDSB
Mr. Reg Woodworth, Trustee, HWDSB
Ms. Rose Schienke, Pediculosis Program Coordinator, City of York
Mrs. Mary Thorpe, 1998/99 Chairperson, Millgrove School Advisory Council
Mr. Andrew McRobert, Member, Millgrove School Advisory Council
Mrs. Carol O'Brien, Volunteer Pediculosis Screener, Millgrove School
National Pediculosis Association

THE BOARD OF EDUCATION FOR THE CITY OF NEW YORK
Summary of Monthly Enrollment Figures - Elementary Schools - September, 1997

School Number	School Name	JK	SK	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Spec. Ed.	Un-Graded	Total
105 Arlington														309
101 Bella Avenue		136	105	89	81	66	48	81						606
104 Belcar Hill		39	28	46	34	28	25	34						234
110 C.E. Webster		66	83	64	66	62	36	41	47			15	15	495
216 C.E. Webster									102	186	164	22		666
207 Cedarvale		37	49	45	36	40	39	53	39					338
113 Cordelia		26	30	27	28	30	29	16	14			8		208
119 D.B. Bood		38	58	46	52	47	37	50						328
122 Dennis Avenue		47	50	45	39	45	31	38	33					328
128 F.B. Miller		17	19	21	25	16	17	12	14					141
164 Palmbank Manor		43	38	30	35	32	21	34				20		253
235 Palmbank Manor									84	148	100	6		390
137 George Syme		111	105	101	82	70	94	77	74			11		725
143 E.J. Alexander		124	112	109	94	76	69	65						649
194 Emory Gaudin														18
140 Harwood		19	23	29	24	27	18	14	20					174
346 Rutherford		39	93	83	82	74	64	64	62	81	82			724
149 Bannock		71	63	57	68	65	46	58	49					477
152 J.R. Wilcox		55	40	39	30	43	30	24	27			15		303
250 Bannock										124	234			361
155 Koolhaas		50	47	43	34	25	28	26	15					268
158 King George		20	27	22	21	20	13	21	20			18		182
161 Lambton Park		56	45	45	42	48	27	28	31			14		336
367 Baseline		80	93	89	81	91	58	53	49			24		618
290 Baseline										198	100	13		304
173 Roseland		37	37	29	39	32	40	41	42			20	6	323
179 Silverthorn		71	73	75	77	72	56	66	63					553
185 Warren Park		25	28	18	42	24	18	27	13					195
191 Warren Manor		56	40	58	37	63	47	50				16		367
192 E.M. Donnelly														17
Total:		1263	1281	1210	1149	1096	891	973	889	922	884	230	77	49700

8,825

of

Elementary Students 45

= 0.51%

Found to have
live in Sept '97

OPERATING PROCEDURES

ADMINISTRATION - A31

THE BRANT COUNTY BOARD OF EDUCATION

Date: June 9, 1997

Effective: Until
removed or modified

Application: System

From: Director of Education

Subject: Pediculosis - Head Lice1.0 Preventative Actions

- 1.1 During the first week of school in September, each elementary school should check all students in the building. The principal of the building is responsible for deciding if this check will occur, how this check will occur, and who will do the checking. If pediculosis occurs in the school during the first term, it is advisable for the school to check all students on the first day of school after the Christmas and March breaks.
- 1.2 The Health Unit has agreed to provide training to staff members, or parent volunteers, to detect pediculosis. Sessions will be organised in the late spring. The Curriculum Assistant - Staff Support Services will arrange the training on behalf of the schools.
- 1.3 A standard notice should be attached to the first school newsletter each year. This notice is attached as Appendix A31-1.

2.0 Outbreaks

- 2.1 When live lice have been found, parents are to be contacted and informed that the student is being sent home for treatment. Sections 265(j) and 265(m) of the Education Act provide principals with the authority to send children home. An Exclusion and Treatment Notice is to be sent home with the child. This notice is attached as Appendix A31-2, Part A.
- 2.2 When nits are found, parents are to be contacted and asked to treat their child and remove the nits. An Exclusion and Treatment Notice is to be sent home with the child. This notice is attached as Appendix A31-2, Part B.
- 2.3 When live lice have been detected a letter should go home with all the students in that classroom. This communication should be repeated for this classroom after fourteen days if subsequent cases are found.
- 2.4 In those few instances where parental cooperation is not forthcoming, the principal should review with the parent the requirements placed on the principal by Sections 265(j) and 265(m) of the Education Act.

20-7

OPERATING PROCEDURES

- 2 -

ADMINISTRATION - A31

3.0 Re-admission

- 3.1 For students who are found to have live lice, the parent completes Part A of the Exclusion and Treatment Notice (A31-2) indicating that treatment has been completed.
- 3.2 For students who are found to have nits, the parent completes Part B of the Exclusion and Treatment Notice (A31-2) indicating that the nits have been removed.)

Approved - September 9, 1996
 Revised - September 13, 1996
 Reviewed - May 26, 1997
 7803

20-10

THE BRANT COUNTY BOARD OF EDUCATION

A31-2

EXCLUSION AND TREATMENT NOTICE**PART A - TO BE COMPLETED BY PARENT/GUARDIAN IF HEAD LICE IS FOUND**

I have treated (student) _____
with (name of product) _____
according to the product instructions. I understand that I should examine my child daily for
seven days and will re-treat my child with the product if there are any signs of live lice or
evidence of new nits.

Signature of Parent/Guardian _____

Date _____

THE BRANT COUNTY BOARD OF EDUCATION

EXCLUSION AND TREATMENT NOTICE**PART B - TO BE COMPLETED BY PARENT/GUARDIAN IF NITS ARE FOUND**

I have carefully treated (student) _____
and have checked him/her and found no evidence of lice or eggs (nits). I will continue to
examine my child daily for the next seven days and will re-treat him/her if there are any
further signs of live lice or evidence of new eggs (nits).

Signature of Parent/Guardian _____

Date _____

**NOTE: IT IS IMPORTANT THAT ALL EGGS BE REMOVED AS HEAD LICE PRODUCTS MAY
NOT KILL ALL THE EGGS. THIS WILL DECREASE THE CHANCES OF RE-INFESTATION.**

How to check:

- Good lighting is important (by a window).
- Look for nits by parting hair in small sections going from one side of the head to the other.

How it is treated:

Special medicated shampoos/rinses are available without a prescription at any drug store.

Directions should be followed CAREFULLY: DO NOT TREAT ANYONE UNLESS YOU FIND LICE OR NITS IN THEIR HAIR.

- **Remove ALL nits** from hair after treatment, by running hair strands between your thumb and finger nail. Put the nits in a plastic bag, tie it up and discard. Wash your hands well with soap and water afterwards.
- **Repeat treatment in 1 week.**
- **Sometimes head lice resist one product. If this happens, try another.**

ON THE SAME DAY THAT YOU TREAT THE HEAD(S):

- A good housecleaning (vacuuming, spraying etc.) is not necessary. However, wash bedding, headgear, towels and the clothing recently used by the person(s) with head lice. The heat of the water or a hot drying cycle will kill any live lice and nits.
- Encourage parents to check all direct contacts immediately, then weekly for the next 4 weeks.

Points to Remember

- Encourage children to have their own comb and brush. Discourage sharing of combs and brushes even when primping for school pictures.
- Avoid sharing any headgear like helmets or hats.
- Encourage parent to examine children weekly for head lice, especially after vacation.
- If one family member has head lice, the whole family should be examined weekly for 4 weeks to check for lice or nits.
- Remove all nits before child returns to school.

26-12

Appendix 4

GUIDELINES FOR CLASSROOM SCREENING FOR HEAD LICE**EQUIPMENT**

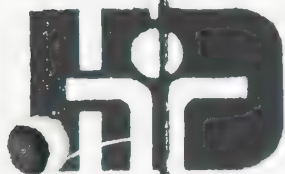
1. (a) Disposable wooden applicators e.g., wooden skewers, orange wood sticks.
or
(b) Antiseptic handwash.
2. 2 paper bags marked clearly: a) clean (supplies)
b) used (for disposal)
3. Pencil and paper to record name(s) of child(ren) who require further follow-up
4. Good lighting, preferably by a window or under a bright lamp.

SCREENING PROCEDURE

1. Wash hands thoroughly prior to proceeding to the classroom.
2. Hair may be separated with fingers or disposable wooden applicators.
3. (a) When using wood applicators use two fresh applicators for each child.
(b) When using fingers / gloves use antiseptic handwash after checking each child.
4. (a) Using the applicators or fingers, part the hair in small sections going from one side of the head to the other.
(b) Give special attention to the hair near the scalp, behind the ears, around the nape of the neck, eyebrows and top of the head.
(c) Observe the skin for signs of irritation, such as scratch marks and reddened areas.
(d) Place used applicators in paper bag for disposal.
(e) Wash hands with hot water and soap or antiseptic handwash after screening each class.
5. Record the child's name if head lice and/or nits are found or if an infestation is suspected i.e. scratch marks, reddened areas

NOTE:

1. The principal, day nursery operator/designate will make all decisions on appropriate procedures for exclusion and re-admission.
2. Confidentiality among staff and volunteers, in both school/day nursery and community is of utmost importance.
3. Efforts should be made to ensure parents/guardians know how to manage headlice.
- 4. When a child is not able to be readmitted to school, inform the parent of the reason (i.e. the lice and/or the presence of nits only). Provide appropriate advice.



Haldimand-Norfolk Regional Health Department

IV

20-13

Head Office

P.O. Box 247, 365 West St., Simcoe, Ontario N3Y 4A1
Telephone: (519) 426-6170 Fax: (519) 426-6974

Branch Office

P.O. Box 128, 45 Munsee St., Cayuga, Ontario N0A 1L0
Telephone: (519) 587-2132 (905) 772-3313 Fax: (905) 772-2062

August 19, 1996

Dear Principal:

As part of our recent reorganization and resulting redistribution of staff, the Health Department has had to review all programs. This review has been based on a number of criteria including community need, the potential impact on the health of the community, effectiveness and efficiency. Based on this review we have made some changes in the pediculosis program.

We will continue to assist schools in organizing parent volunteers to do head checks. ~~Our staff has information on how to set up volunteer programs which have been effective.~~ We will also train volunteers in the detection of pediculosis. The pediculosis resource package of handouts for school use has also been updated. All letters/forms may be photocopied as the school needs them. We ask that you ensure that all old letters/forms related to pediculosis be destroyed as some have inaccurate information and/or are signed by staff no longer working at the Health Department.

The only change in our program is that we will no longer check heads for pediculosis either in the school or in our office. Management of pediculosis does not fall within our legislative mandate and was therefore an area that we had to consider when dealing with budgetary constraints. Utilizing staff time to check heads for pediculosis is not a cost-effective strategy to be spending tax dollars on. Also, doing spot checks of suspected cases has not shown to be an effective strategy in controlling this nuisance. If people need to have their heads checked, we would suggest they ask a community volunteer trained in this task, their physician or hairdresser/barber.

Feel free to reproduce any of the resources in the attached package. Please inform your staff of these changes and to destroy any previous information regarding pediculosis. If you have any questions, call me at any time.

Sincerely,

Patti Moore, R.N., B.Sc.N.
Director of Health Promotion

PM lv
Att

"Prevention is our Intention"



20-14

Dear Parents:

Outbreaks of cases of head lice among school children usually occur following summer vacation and winter breaks. It is, therefore, a "community problem" not just a "school problem".

Although head lice do not cause disease, they are not nice to have around. We are, therefore, asking **ALL PARENTS TO CHECK THEIR CHILDREN'S HEADS AT THE BEGINNING OF THE SCHOOL YEAR AND AFTER EACH SCHOOL BREAK.** If you discover that your child has head lice, please notify the school. In addition, inform parents of your children's friends so they can check their children.

HOW DO WE GET LICE?

Head lice spread from person to person through personal contact, exchange of brushes, combs, hats or sports helmets.

WHAT TO LOOK FOR

Lice are tiny (1-2mm.), crawling, grayish-brown insects which cannot fly or jump, but move very quickly.

Nits, which are the eggs are brownish in colour and about half the size of a head of a pin. They are firmly attached to the hair shaft and can't be flicked off.

TREATMENT

Use a medicated shampoo, such as Kwellada, RID or NIX which can be obtained from a drug store. Follow exactly the directions in the package. **ALL NITS (eggs) MUST BE REMOVED.** Everyone in the family should be checked if one member has head lice. Wash linens and clothing used within the last two days by the infested person.

The school has a more extensive Fact Sheet.

The control of head lice requires a cooperative effort of parents, school personnel and the entire community.

Thank you for your co-operation.

Form B



20-15

Dear Parent:

Some cases of *head lice* have been reported in your child's school.

PLEASE READ THE FOLLOWING INFORMATION AND CHECK YOUR CHILD'S HEAD

How Do We Get Head Lice?

Head lice is spread from person to person through personal contact, exchange of brushes, combs, hats or sports helmets.

Head Lice do not observe social distinction and have nothing to do with cleanliness.

Location and Signs of Head Lice

If a child is continually scratching, suspect head lice. Lice are tiny (1-2 mm.), crawling, grayish-brown insects which cannot fly or jump, but move very quickly.

Nits which are the eggs, are firmly attached to the hair shaft close to the scalp, brownish in colour and about half the size of a head of a pin. They are most frequently seen above and behind the ears and at the nape of the neck. Good light is needed to see them.

How to Get Rid of Head Lice

Use a head lice shampoo/cream rinse or lotion such as NIX, RID or Kwellada. These can be obtained from the drug store. Follow directions exactly on the package. **All nits must be removed to keep them from returning and spreading. Use a fine tooth metal comb or pull nits off the hair with the fingers.** Every one in the family should be checked if one member has head lice. Wash linens, clothing and hair utensils used within the last two days by the infested person.

The control of head lice requires a cooperative effort of parents, school personnel and community. Parents should search weekly for signs of nits, particularly for the next month.

If you discover head lice, please contact the school and inform the parents of your children's friends so they can check their children.

Thank you for your cooperation.

Form C



20-16

HEAD LICE EXCLUSION/READMISSION FORM

Name: _____ School: _____

Address: _____

Room: _____ Age: _____

Dear Parent/Guardian:

Your child has shown symptoms of having head lice. Please read the attached information sheet and have your child treated.

Your child may return to school as soon as he/she has received an application of one of the suggested products and the nits have been removed from his/her hair. Please complete the form below and have your child bring it to school. Your child is to report to the school office before going to class.

Thank you for your cooperation.

Principal's Signature~~~~~
I have applied _____ to the hair and head
(name of product)of _____, Room # _____, according to
(name of student)

the instructions given. I have attached the product

(label/box top/instruction)_____
Date_____
Signature of Parent

/lv (9/96)

Form D

Fact SHEET

MIDDLESEX-LONDON HEALTH UNIT

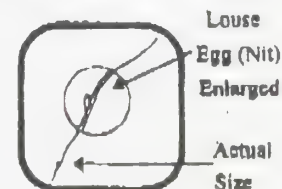
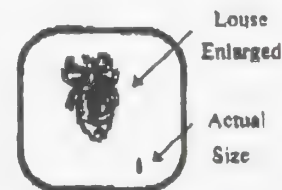
Head Lice Information

How did my child get head lice?

- Head lice spread primarily through head-to-head contact when children's heads touch in day-to-day activities. They may also spread if friends share combs, brushes or hats.
- They cannot jump or fly.

What do I look for?

- Itching and scratching are common signs of head lice. Head lice move quickly and tend to take on the colour of the hair. You may never see one, but if you do, it will be about the size of a sesame seed.
- Look for the nits (eggs). They are often found around the nape of the neck and ears; but can be anywhere on the head. They are normally tiny, greyish-white and egg-shaped and are firmly attached to the hair shaft near the scalp.



What should I do?

- Stay calm. You can get rid of head lice, but it takes time.
- Check all family members. Treat only those who have nits or lice.
- Obtain a head lice treatment product from your drug store. Some products are not safe for children under 2, pregnant and breastfeeding women or people with allergies. Call your doctor if you're concerned about safety.
- Follow the product directions carefully. Two treatments, 1 week apart, are usually recommended.
- Wear rubber or plastic gloves to reduce your exposure to the chemicals.
- Remove all nits, as some may survive treatment. Use a nit comb or your fingers.

Is there more?

- Inform your child's school, day care, baby-sitter, parents of playmates and other close contacts.
- Wash bedding and recently worn clothing in hot water. Dry in a hot dryer. Put items that cannot be washed in a sealed plastic bag for 2 weeks.
- Soak combs and brushes in very hot water for 10 minutes.
- Check heads daily for 2-3 weeks after treatment, weekly throughout the year.
- For more information, call the Public Health Nursing Division at 663-5317, ext. 2280.

London Office: 50 King Street, N6A 5L7
Telephone: (519) 663-5317 Fax: (519) 663-9581



Strathroy Office: 395 Carrie Street, N7G 3C9
Telephone: (519) 245-3230 Fax: (519) 245-4772

Life good for your health

20-18



The Board of Education for the City of London

Readmission Procedure (Pediculosis)

Your child may return to school when there is no evidence of lice or nits (eggs). This may require treatment.

Please complete the form below and return it with your child.

The child is to report to the School office before going to class.

Thank you for you co-operation If you have any questions, please call the school.

Principal



1. After examination it has been determined that there is no evidence of head lice or nits (eggs). []
2. a) My child has been treated with

PRODUCT NAME according to instructions. []
- b) I have removed all nits (eggs). []

Signature of Parent / Guardian

Date

Appendix D

SAMPLE LETTER TO PARENTS/GUARDIANS - CHILD SUSPECTED OF HEAD LICE

Dear Parent/Guardian:

Head lice continues to occur in our school community. Thank you for your help in controlling this common problem.

In checking _____ head today, lice/nits were found in the following area _____. Head lice are a common problem which is easily transmitted among children. It is not caused by lack of cleanliness, nor is it a health hazard, but it can be a nuisance.

To prevent other children from getting head lice, we must ask that you treat your child with head lice medicated shampoo or rinse and remove all the eggs(nits) before sending your child back to school.

Early detection and treatment help prevent the spread of head lice. If you need more information, please call your doctor, pharmacist, the Public Health Department, naturopath, homeopath, herbalist or the school.

Please complete the bottom section of this letter and have your child return it to the school office when she/he returns to school.

Thank you for your co-operation.

Sincerely,

Principal

* Please check other siblings.

I/We are treating our child _____ with _____
name of treatment

I/We have personally checked and removed any signs of nits so that there is no remaining evidence of head lice. I/We will continue to check for nits for the next 10 days.

Signature of Parent/Guardian

Date

- ♦ "A Message to All Parents About Head Lice". Appendix B
- ♦ the responsibility of the parent/guardian to check their child's head; if something is found, they inform the Principal
- ♦ the need to co-operate with the school to help get rid of the head lice by administering effective home treatment and by volunteering to assist in the health and safety check of students.

A video, "Head to Head with Lice", is available for use with parents/guardians and staff.

In January, and after the March break, a general reminder of the cyclical nature of head lice infestation should be included in school newsletters.

Information to Students

At an appropriate time in the school year, the Principal requests the classroom teacher to inform students about head lice, how it spreads and how to avoid an infestation.

II. Student Identified as Having Head Lice

- (a) at the discretion of the Principal, efforts will be made to avoid student contact and to avoid embarrassing the student.
- (b) the Principal will inform the parents/guardians that the student has head lice. The student will take home (or via an older sibling) a letter (Appendix D), the bottom portion to be returned to the school once treatment has been administered. A copy of the information and treatment should be included. (Appendix A+B)
- (c) the parents/guardians of other students in the classroom are to receive a letter advising them of the situation. (Appendix E)
- * (d) the student with head lice will be re-admitted to class on presenting a signed letter from the parent/guardian that treatment is being administered and that there is no remaining evidence of head lice. (Appendix D)

VII 20-21 POLICIES & PROCEDURES MANUAL

Scarborough Board of Education



**Student and Community
Services Department**

Blinder Section: 8.04

Date: January 20, 1997

Supersedes: October 21, 1993

PROCESS TO ADDRESS PEDICULOSIS IN SCARBOROUGH ELEMENTARY SCHOOLS

The following plan has been developed for responding to suspected incidences of pediculosis (head lice) in Scarborough's elementary schools:

1. The principal/designate will deal with a suspected individual(s) based upon the information reported to the principal/designate and will make the decision to send the child home for treatment by the family.
2. If there are students/families with repetitive pediculosis due to non-compliance, family problems or inadequate finances preventing the purchase of medicated shampoo, the public health nurse may be asked to consult with the school staff, to develop an action plan to intervene with these families/students (intake line: 396-4228).
3. If there is an outbreak of pediculosis or any critical problem, the principal may consult the public health nurse or the appropriate program manager for advice.
4. Public health nurses can provide orientation to parent volunteers, preferably in groups. A pediculosis video is available from the Health Department along with other information and material.
5. Inservice to school staffs and students may also be given by public health nurses when requested.
6. The attached sample letters for parents have been jointly prepared by the Scarborough Boards of Health and Education.

Appendix A: Letter to all parents in elementary schools regarding parental responsibility for head lice in their children.

Note: Each September a copy of the letter in Appendix A should be sent home to the parents.

Appendix B: Letter to the parent of a child suspected of head lice.

Appendix C: Letter to the parents of children in the classroom of a child who is suspected of head lice. This letter is to be sent once the infestation is confirmed.

7. The Health Department's "Head Lice" pamphlet may accompany the letter in Appendix C, but must accompany the letter in Appendix B.

STUDENT AND COMMUNITY SERVICES DEPARTMENT

20-22

APPENDIX A

Dear Parents:

One of our concerns each year is the incidence of head lice (pediculosis), especially among the younger school age children who are most often affected.

Head lice show no preference for any particular group of people. It has nothing to do with how clean you are or how long your hair is.

Head lice can spread quickly when a group of children have close contact both within and outside school. Children should be taught at home not to share items such as combs, brushes, hats, headbands, jackets, helmets, bedding, as this can contribute to the spread of head lice.

Head lice do not cause health problems, but they can be a nuisance if not eliminated completely. Special medicated shampoo usually works well, but unless everyone with head lice is found and treated, the problem keeps coming back.

To combat this problem, we need your help. Please check your child's head once every week. If you find any head lice or nits (eggs), please notify the school promptly and immediately obtain from your pharmacist a medicated head lice shampoo. Make sure that directions for usage are carefully followed. Finding and treating head lice early will stop your child from getting a bad case and stop the spread of head lice to other children.

Any child found to have head lice will be excluded from school until the first shampoo treatment has been completed and nits are cleared.

We will inform you if anyone in your child's class gets head lice. In the meantime, look for head lice on your child's head as a weekly routine.

E.G. Campbell
Director of Education
Scarborough Board of Education

Zofia M. Davison, M.D., D.P.H., F.R.C.P. (C)
Medical Officer of Health
City of Scarborough

20-23

APPENDIX B

Dear Parents:

We suspect your child has head lice (pediculosis). Head lice are a common problem which can affect anyone, but seem to occur most often in children. They do not cause health problems, but they can be a nuisance if not eliminated completely. Lice spread quickly from head to head when there is close contact with other children during activities both within and outside school, or by sharing items such as hats, brushes, combs, toys or bedding.

To stop other children from getting head lice, we must exclude your child from school until a head lice shampoo has been used, and all nits (eggs) have been removed. All affected children will be excluded from school until treated, to prevent spread to other children. In this way, we hope to combat the problem in the school as quickly as possible.

Please read the following instructions about treatment and control carefully:

1. Read the enclosed pamphlet about head lice. It tells you how to find lice and nits and how to treat them.
2. Check your child's head for lice or nits and treat your child with one of the suggested head lice shampoos, carefully following the instructions that come with it. You can buy these shampoos at the drug store. The pharmacist can answer any questions you may have about the shampoo.
3. Check everyone who lives in the house for head lice and nits. Treat them with the medicated shampoo if you find anyone else affected. Do not use the shampoo if you do not find lice or nits.
4. Wash all clothes, towels, bedding, hats, scarves, coats, brushes, combs used in the last week by your child or anyone else who is affected, in hot soapy water. Things that cannot be washed should either be dry-cleaned or treated as instructed in the head lice pamphlet.

If you have any further problems, contact your family physician.

E.G. Campbell
Director of Education
Scarborough Board of Education

Zofia M. Davison, M.D., D.P.H., F.R.C.P. (C)
Medical Officer of Health
City of Scarborough

Enclosure

VIII

20-24

Page 2

Memorandum -- Pediculosis
1996 September 06

- (c) if a case of head lice is detected, the child should be sent home at the end of the school day, unless arrangements can be made with the parent for immediate pick-up, with a copy of *Forms A, B, and D* and not readmitted unless a completed copy of the lower portion of *Form D* is returned and there is no evidence (i.e. adults or nits) of head lice;
- (d) if there is evidence of head lice still remaining, the child is to again be sent home as in (c);
- (e) in the event of a disagreement between the parent and the principal over continuing evidence of head lice, principals are asked to direct parents as indicated in the last line of paragraph 3 of the covering letter from the Haldimand-Norfolk Regional Health Department.

The enclosed package of material also includes:

1. a "Head Lice Teaching Plan for Grades 1 - 3"
2. a "Head Lice Teaching Plan for Parents and Teachers"
3. a list of pediculosis resources.

These items may be used at the discretion of the principal and/or teachers.

WRT:kw

cc: J.G. Townsend
J.M. West
Program Co-ordinators
Program Supervisors

**METROPOLITAN TORONTO HEALTH UNITS
HEAD LICE PROGRAM FOR SCHOOLS/DAY CARE
POLICY**

This policy is formulated to provide school boards and day care with a common policy agreed upon by all Metropolitan Toronto Health Units. Local option refers to actions that the health unit may take in their own municipal jurisdiction.

GOAL

To assist parents, children, school staff in the control of head lice.

Identification

Public health staff will provide training for screening and identification of head lice to parents, school and for daycare staff, volunteers and others on request.

Education

Health unit staff will provide educational programs to students, school staff and parents on the management of head lice on request.

Exclusion/Re-Admission to School

It is the responsibility of the principal to exclude and re-admit students to school. Health units recommend that infested children be sent home at lunch or after school (to avoid embarrassment and stigmatization).

Pamphlets/Information

Health units will provide schools, daycares and other community groups with their own literature and/or provincial Ministry of Health literature. Some may provide information in other languages.

LOCAL OPTIONS

Medication

Public health units may provide free medication to families in need.

Use of Volunteers/Parents

Health units may train volunteers/parents in the management of head lice.

Home Visits

Health unit staff may make visits to homes or other locations (e.g. daycare or group) to provide individual counselling regarding persistent cases.

January 25, 1992

- a) The quickest way to make a referral if the PHN is not in the school, is to telephone the intake PHN at the nearest district office. She will take the referral information by phone and give it to the school PHN to handle. A response will be made the same day if necessary otherwise it will be made within two working days.

- East 449-4343
- Central 224-6351
- West 741-4391

- b) A completed referral form could also be placed in a confidential envelope in a mutually agreed upon and secure location for the PHN to pick up.

When a referral is made to a PHN the individual or family referred must give informed consent to receive nursing service, and must know the referral sources. The PHN will discuss guidelines for informed consent with school staff.

A return report from the PHN can be requested. This will be provided only with a written consent from the parent/guardian/student to provide the report.

PHN's ROLE IN PEDICULOSIS (HEAD LICE) CONTROL

Public health nurses will assist parents, children, teachers and other child care providers in fulfilling their responsibility for early identification and treatment of pediculosis by providing education and counselling services. These services provided by the PHN include:

1. educating parents in the identification and treatment of head lice;
2. counselling parents on the importance of promptly reporting head lice to the school so that control measures can be instituted;
3. counselling individuals and families who are having difficulty coping with or who are experiencing recurrent infestations of head lice;
4. ~~carrying out joint assessments with parent volunteers of school staff in situations where incidence of head lice is high;~~
5. facilitating the development of parent volunteer groups;
6. facilitating effective communication between the Public Health Department, parents and the school for head lice management;
7. providing print resources;

8. promoting the Intake number in each nursing office as a reliable source of information and action.

- East 449-4343
- Central 224-6351
- West 741-4391

NOTE: The exclusion and re-entry of students with pediculosis is at the discretion of the school principal.

POLICY FOR MEASLES OUTBREAK CONTROL

Records of Immunization

Students attending North York schools must provide a record of immunization against measles in accordance with the requirements of the Immunization of School Pupils Act, 1982.

The program standard for the Vaccine Preventable Disease Program under the Health Protection and Promotion Act, 1983, requires that:

"The Board of Health shall assess annually the immunization status of 100% of children in licensed child care programs to ensure that all those enrolled are immunized against ... measles ... unless exempted by the medical officer of health."

Orders for Exclusion

When a student fails to comply with a request for a record of immunization against measles, and does not provide, in the prescribed format, a statement of conscience or religious belief or a certificate requesting exemption for medical reasons, the school principal will be issued an order to exclude that child from attendance at school in accordance with the Immunization of School Pupils Act, 1982.

In outbreak situations (i.e., one case of measles, either confirmed by serological studies, or found by the attending physician to meet the Ontario Ministry of Health case definition) all students for whom there are no records of adequate immunity against measles will be excluded from school. Orders regarding admission to school will be issued directly to the parents or guardians of these students, or to the students themselves if they are over the age of 16 years, using the authority of the medical officer of health under section 22 of the Health Protection and Promotion Act. A similar policy applies to children attending licensed child care centres.

Exclusion orders shall be rescinded when the circumstances for making the order no longer exist.

20-28

NOTIFY SCHOOL IF EGGS (NITS) OR LICE ARE FOUND

How to Treat Head Lice and Their Eggs (Nits)

1. Use a HEAD LICE SHAMPOO or HEAD LICE RINSE;
 - FOLLOW THE PACKAGE INSERT INSTRUCTIONS CAREFULLY (some products are to be applied to dry hair)

NEW

Treat a second time, 7 days later.

WARNING: Products containing 'lindane' are not recommended for children under six years of age or for pregnant/nursing women.

Nit Removal.

2. REMOVE ALL NITS FOLLOWING TREATMENT:

- The product "Step 2" removes the glue that holds the nits to the hair shaft and makes the removal by hand of the nits much easier. A metal comb is included.
- In some cases, combing hair with metal comb may help loosen nits which are attached to strands. This procedure is not 100% effective.
- Pull off nits by grasping between finger tips and pulling along the strand of hair.
- Continue this procedure until all nits are removed.
- Put the nits into a paper bag and place the bag into an enclosed garbage bag or container.

CARE OF PERSONAL ARTICLES AND HOUSEHOLD ITEMS

All washable clothing, towels and bed linens used by the person during the previous two days should be washed in very hot water and/or dried using the hot cycle of the dryer for at least 20 minutes. When doing several loads of laundry, check that the water is hot. All clothing, bedding and cloth toys that cannot be washed should be dry cleaned, or placed in a plastic bag and sealed for ten days to two weeks. Combs and brushes should be cleaned to remove stray hairs. An old toothbrush is helpful in cleaning between comb teeth. To disinfect them, soak for one hour in hot water. A small amount of head lice shampoo may be added. Vacuum carpets and upholstered furniture. Place the vacuum bag in a plastic garbage bag and discard immediately. Special sprays for household items are not required and may cause harm to household members.

Wellington • Dufferin • Guelph
HEALTH UNIT

Guelph Office
(519) 821-2370

Fergus Office
(519) 843-2460

Orangeville Office
(519) 941-0760

THE YORK REGION BOARD OF EDUCATION

PROCEDURE NP 657 . 0

.....
Title : PEDICULOSIS
Section: Student
Date : December 1996 (Revised)
.....

A. INTRODUCTION

1. The Ministry of Health and the York Region Public Health Department consider pediculosis (head lice) to be a nuisance and not a communicable disease. This view is consistent with Ontario Regulation 161/84 (under the Health Protection and Promotion Act).
2. Among the concerns related to pediculosis at the school, community and regional level are:
 - the stigmatization associated with pediculosis
 - disruption of daily schedules
 - communicability
 - inappropriate use of medicated shampoo and other related treatment procedures
 - the lack of consistent and accurate information
3. The procedures which follow have been prepared to give assistance and direction to staff, parents and pupils in dealing with pediculosis. The dignity and feelings of the pupil should be given highest priority.

B. ELEMENTARY SCHOOLS

1. The principal's responsibility and authority to exclude a child from school is derived from the common law duty of care and sections 236(j) and (m) of the Education Act which read as follows:
 - (j) to give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school, to the care of all teaching materials and other school property, and to the condition and appearance of the school buildings and grounds;
 - (m) subject to an appeal to the Board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in his judgment be detrimental to the physical or mental well-being of the pupils.

20-30

(2)

Pediculosis

Procedure NP657.0

2. The principal shall review with staff this document and distribute "Prevention of Pediculosis" (Appendix A) at the beginning of each school year. The videocassette "Advice on Lice" and accompanying teacher's guide is available through the Board's A.V. department. Its use with staff (teaching, secretarial, custodial), students and parents is encouraged.
3. The Principal shall attach to a parent newsletter early in the school year, the Board's "Information Letter to Parents" (Appendix B) and the York Region Public Health pamphlet "The PQRSST's of Lice Busting" (Appendix C). This information shall be made available to parents of new pupils upon registration. A reminder to parents of the procedure should be repeated in newsletters before the December, March and summer breaks. Translation/interpretation services are available in the Board upon request.
4. The principal shall liaise with the Community Health Nurse to provide additional information to parents/staff as necessary throughout the school year.
5. The principal may wish to consider implementing a "community volunteer" program (Appendix D).
6. When a pupil is suspected/identified as having pediculosis:
- (a) The principal or delegate will attempt to contact a parent/guardian and request that the pupil be treated as soon as possible. If feasible, the parent/guardian should pick up the child and commence treatment. If this is not feasible, then the child should be removed from the classroom. Sensitivity to the feelings of the child should be given highest priority.
 - (b) The principal shall send home with the pupil the notice "A Message To Families About The Presence of Head Lice" (Appendix E) and the pamphlet "The PQRSST's of Lice Busting" (Appendix C). Appendix G (A Message to Families About Pediculosis (Head Lice)) should be sent home with the other pupils in the class.
 - (c) Additional assistance, over the phone may be given to the parent/guardian of the affected pupil to effectively respond to the presence of pediculosis.
 - (d) The pupil will only be readmitted to class upon a signed statement from the parent/guardian (Appendix F) certifying that treatment has been administered and that the pupil is free of pediculosis i.e. all nits (eggs) have been removed from the hair.

20-31

(3)

Pediculosis

Procedure NP657.0

-
- (e) The pupil's head shall be checked by a principal, vice-principal or designate to ensure all nits (eggs) have been removed from the hair before readmission to class.
 - 7. Pupils may be excused from school for treatment purposes under Section 20(2) (b) of the Education Act.
 - 8. If a parent/guardian has not taken effective treatment steps to remove the pediculosis:
 - (a) The principal may refer the parent/guardian to the Public Health Department and may inform the Superintendent of Schools.
 - (b) Where, in the opinion of the principal, a pupil should be excused from attendance at school under Section 20(2) (b) of the Education Act, and the parent/guardian refuses, then the principal may, under Section 22(1) of the Act, suspend the pupil for conduct injurious to the physical or mental well-being of others in the school. Only in unusual circumstances such as persistent refusal on the part of the parent should such exclusion be considered. Every effort should be made to reduce any possible absence from school due to the incidence of pediculosis. An alternate approach may be to remove the pupil from the classroom to a suitable area where the pupil can continue to work on assignments until he/she is free of pediculosis.

C. SECONDARY SCHOOLS

- 1. The principal's responsibility and authority to exclude a child from school is derived from the common law duty of care and sections 236(j) and (m) of the Education Act which reads as follows:
 - (j) to give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school, to the care of all teaching materials and other school property, and to the condition and appearance of the school buildings and grounds;
 - (m) subject to an appeal to the Board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in his judgment be detrimental to the physical or mental well-being of the pupils.
- 2. It is assumed and expected that secondary school students accept responsibility for their own personal management. The incidence of pediculosis is not as prevalent in the secondary school population as it is in the elementary population.

20-32

MP657.0
APPENDIX B

Dear Parents:

Each year cases of pediculosis (head lice) are found throughout our schools. In an effort to reduce the number of cases found and decrease the inconvenience to parents and students, The York Region Board of Education requests your assistance. As your child is now returning to school after the holidays, please inspect his/her hair and scalp for pediculosis. Periodic inspections during the year will help prevent the spread of head lice.

Head lice are tiny ($1/8$ " or 3mm long) wingless insects with flattened bodies. They cling to the hair by means of six legs. They live mostly behind the ears and at the nape of the neck. The female lays tiny, yellowish-white eggs called nits. They resemble dandruff but are attached to the hair by a cement-like material and are very difficult to remove. It is usually the eggs that are noticed first.

If head lice are found, do not return your child to school until treated. This will prevent the spread of pediculosis. Children are only allowed to reenter the class when all the nits are removed from the hair.

For more information, please call the Region of York, Public Health Department, (905) 882-2081, (905) 773-3230 (OAK RIDGES), (905) 895-4511 (Newmarket) OR (705) 437-2391 (Pefferlaw) if you have any questions. (Monday to Friday, 8:30 a.m. - 4:30 p.m.). Please ask for "Health Connection" when any of the above numbers are called.

PRINCIPAL

#21

Chartered Accountants
Management Consultants
Canadian Member Firm of
Grant Thornton International

Doane Raymond 

May 28, 1998

Hamilton Wentworth District School Board
Memorial Building
357 Wilson Street East
Ancaster, Ontario L9G 2C1

Attn: Mr. Don Grant



Dear Don:

I want to personally let you know that the Doane Raymond partnership will change its name to Grant Thornton effective June 15, with public announcement of the change on June 2.

This is not a merger; there is no management change, no ownership change. More importantly, there is no change to your engagement team or to our office. We are simply changing our name to emphasize our membership in Grant Thornton International, the worldwide professional services firm that Doane Raymond has been a part of since 1981.

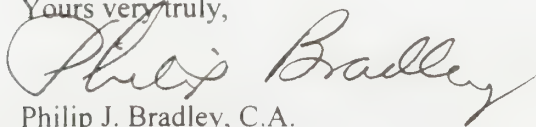
Our new name highlights our commitment to you and to provide the services growing entrepreneurial businesses and not-for-profit organizations need. As Grant Thornton, we will continue to offer you the personalized service you have come to expect from us.

Over the next few weeks and months our new name will begin to appear on our stationery, on our signs, in our lobby and on the statements we issue for you. This will be the only change you will notice as we move to full use of our new name, Grant Thornton.

As I said before, your engagement team will remain the same and we will continue to offer you the wide range of assurance, tax and advisory services that we have in the past, as well as those of our new International Business Centres.

If you have any questions about this change, I would be pleased to answer them. Please feel free to contact me at any time.

Yours very truly,



Philip J. Bradley, C.A.
Partner

Suite 1040
Standard Life Centre
120 King Street West
Hamilton, Ontario
L8P 4V2
Tel: (905) 525-1930
Ont: 1 800 858-3092
Fax: (905) 527-4413

CA3 ON HW W26

A33B

1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
BUSINESS COMMITTEE
JUNE 11, 1998

6:30 p.m.**A G E N D A****6:30 p.m.**

1. Call to Order
2. Approval of Minutes of May 14 and May 21, 1998
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

ACTION ITEMS:

5. Board Referrals:
 - (a) Refund of Excess Tuition Fees to Visa Students
 - (b) G. Mehlenbacher re "No-Nit" policy (see **CORRESPONDENCE #20**)
6. County Planning Report
7. Appleblossom Drive Extension - Gourley Neighbourhood
8. Barrier-Free Accessible Accommodation Plan for mountain Schools
9. School Budget Carry Forward
10. Annual Report on Occupational Health and Safety
11. Transportation Guidelines/Contract Approach
12. Community Use of Schools
13. Credit Limits
14. Education Development Charges
15. Verbal Update: Pediculosis Policy Presentation
16. Mountview Asbestos Update
17. Ontario Public School Boards' Association (OPSBA) - Membership Fee
18. School Trips

D. Grant
 D. Grant
 K. Bain
 K. Bain
 P. Gillie
 D. Grant
 D. Grant
 D. Grant
 D. Grant
 M. Botting
 K. Croxall
 D. Grant
 Superintendents

CORRESPONDENCE:

19. G. Mehlenbacher re "No Nit" Policy
20. Wendy L. Teed re "No Nit" Policy
21. Doane Raymond re Name Change

DISTRIBUTION:

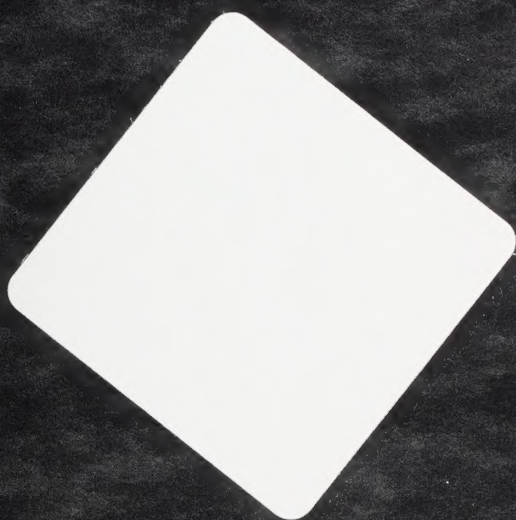
Nil.

22. Public Questions for Clarification**Future Meetings:**

Special Education Advisory Committee
 Regular Board

June 16, 1998
 June 25, 1998

7:15 p.m.
 8:00 p.m.



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